



# **Title VI Goals & Accomplishments Federal Highway Administration (FHWA)**

**November 1, 2022 – October 31, 2023**

Jim Gray, Secretary  
Mike Hancock, Deputy Secretary  
Jamie Emmons Chief of Staff  
Melvin Bynes, Executive Director  
Tiffany Squire, Administrative Branch Manager  
Office for Civil Rights and Small Business Development

The logo for the state of Kentucky, featuring the text 'Kentucky.gov' in a blue, sans-serif font. Above the text is a stylized green and yellow wave representing the state's landscape.

## Table of Contents

<b>I.</b>	<b><i>OVERVIEW</i></b> .....	<b>5</b>
<b>II.</b>	<b><i>POLICY STATEMENTS</i></b> .....	<b>6</b>
<b>III.</b>	<b><i>SCOPE OF TITLE VI APPLICABILITY TO PROGRAMS AND ACTIVITIES</i></b> .....	<b>7</b>
<b>IV.</b>	<b><i>RESPONSIBLE OFFICIALS</i></b> .....	<b>7</b>
<b>V.</b>	<b><i>STATEMENT OF ASSURANCES</i></b> .....	<b>10</b>
<b>VI.</b>	<b><i>PROGRAM REVIEW PROCEDURES</i></b> .....	<b>13</b>
<b>A.</b>	<b><i>KYTC Core Program Area Reporting</i></b> .....	<b>13</b>
<b>B.</b>	<b><i>Programs or Activities Subject to Title VI</i></b> .....	<b>14</b>
<b>C.</b>	<b><i>Special Emphasis Program Areas</i></b> .....	<b>14</b>
	<b><i>Title VI Special Emphasis Areas</i></b> .....	<b>15</b>
<b>VII.</b>	<b><i>COMPLAINTS</i></b> .....	<b>15</b>
<b>VIII.</b>	<b><i>GOALS &amp; ACCOMPLISHMENTS BY DIVISION</i></b> .....	<b>16</b>
<b>D.</b>	<b><i>Department of Highways</i></b> .....	<b>16</b>
	<b><i>I. Accomplishment(s)</i></b> .....	<b>16</b>
	<b><i>II. Goal(s)</i></b> .....	<b>16</b>
<b>E.</b>	<b><i>Division of Planning</i></b> .....	<b>16</b>
	<b><i>I. Accomplishment(s)</i></b> .....	<b>16</b>
	<b><i>II. Goal(s)</i></b> .....	<b>51</b>
<b>F.</b>	<b><i>Division of Professional Services</i></b> .....	<b>52</b>
	<b><i>I. Accomplishment(s)</i></b> .....	<b>52</b>
	<b><i>II. Goal(s)</i></b> .....	<b>53</b>
<b>G.</b>	<b><i>Division of Highway Design</i></b> .....	<b>54</b>

	<i>I. Accomplishment(s)</i> .....	54
	<i>II. Goal(s)</i> .....	55
<i>H.</i>	<i>Division of Environmental Analysis</i> .....	55
	<i>I. Accomplishment(s)</i> .....	55
	<i>II. Goal(s)</i> .....	55
<i>I.</i>	<i>Division of Right-Of-Way and Utilities</i> .....	56
	<i>I. Accomplishment(s)</i> .....	56
	<i>II. Goal(s)</i> .....	56
<i>J.</i>	<i>Utilities &amp; Rails Branch</i> .....	57
	<i>I. Accomplishment(s)</i> .....	57
	<i>II. Goal(s)</i> .....	57
<i>K.</i>	<i>Office of Project Delivery and Preservation</i> .....	57
	<i>I. Accomplishment(s)</i> .....	57
	<i>II. Goal(s)</i> .....	59
<i>L.</i>	<i>Office of Transportation Delivery</i> .....	59
	<i>I. Accomplishment(s)</i> .....	59
	<i>II. Goals</i> .....	59
<i>M.</i>	<i>Office of Human Resource</i> .....	60
	<i>I. Accomplishment(s)</i> .....	60
	<i>II. Goals</i> .....	60
<i>N.</i>	<i>Office for Civil Rights and Small Business Development</i> .....	60
	<i>I. Accomplishment(s)</i> .....	60
	<i>II. Goals</i> .....	61
<i>O.</i>	<i>Limited English Proficiency (LEP)</i> .....	62

**I. Accomplishment(s)..... 62**

**II. Goal(s)..... 63**

***KYTC Organizational Chart.....64***

***Office for Civil Rights and Small Business Development Title VI Access Chart... ..65***

## **I. OVERVIEW**

Title VI of the Civil Rights Act of 1964 is a non-discrimination statute. Specifically, Title VI provides that "no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance" (42 U.S.C. Section 2000d). Each federal department and agency, which is empowered to extend federal financial assistance to any program or activity, by way of grants, loans, federal personnel or any federal agreement contract is authorized and directed to make the provisions of Section 2000d of this title.

The Kentucky Transportation Cabinet works to ensure nondiscriminatory transportation in support of our mission to provide a safe, secure and reliable highway system that ensures the efficient mobility of people and goods; thereby enhancing both the quality of life and the economic vitality of the Commonwealth.

The Kentucky Transportation Cabinet continues to incorporate suggestions by the Federal Highway Administration (FHWA) to include sub-recipient monitoring and Title VI Program Training. The KYTC continues its commitment to a workplace compliant with Title VI of the Civil Rights Act of 1964.

## II. POLICY STATEMENT



Andy Beshear  
GOVERNOR

### TRANSPORTATION CABINET

200 Mero Street  
Frankfort, Kentucky 40601

Jim Gray  
SECRETARY

### TITLE VI POLICY STATEMENT

#### OFFICIAL ORDER

113425

It is the policy of the Kentucky Transportation Cabinet ("Cabinet") to afford equal opportunity to all persons to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation.

Programs and activities to which this policy applies include, but are not limited to, the use of grants in connection with federal-aid highway systems, the Surface Transportation and Reauthorization & Reform Act of 2015, the Highway Safety Act of 1966 and the National Traffic and Motor Vehicle and Safety Act of 1966, leases of real property and the grant of permits, licenses, easements and rights of way covering real property, Urban Mass Transportation Research Programs, and other grants for the support of basic scientific research.

This policy shall be prominently posted in all personnel offices, EEO offices, and on the Cabinet's internal website.

Signed and approved this            day of            9/18/2023           , 2023

DocuSigned by:  
  
9DC852F7B94544E  
\_\_\_\_\_  
Jim Gray, Secretary  
Kentucky Transportation Cabinet

APPROVED AS TO FORM AND LEGALITY  
  
\_\_\_\_\_  
Todd Shipp, Esq., Special Assistant  
Office of Legal Services

### **III. SCOPE OF TITLE VI APPLICABILITY TO PROGRAMS AND ACTIVITIES**

Title VI of the Civil Rights Act of 1964 states that “no person shall be denied or excluded from participation in, be denied benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance. Specifically prohibited discriminatory practices in federally assisted programs include, but not limited to the following:

- Denial to an individual of any service or benefit provided under the program.
- Distinctions in quality, quantity, or manner in which the benefit is provided.
- Disparate impact or separate treatment in any of the programs providing services to individuals.
- Different standards or requirements for benefits or participation in services provided.
- Discrimination in any activities/programs conducted in a facility built in whole or in part with federal financial assistance.
- Methods of administration which directly or through contractual relationships would defeat or substantially impair the accomplishment of effective nondiscrimination.

### **IV. RESPONSIBLE OFFICIALS**

#### **Secretary**

The Governor of Kentucky appoints the Kentucky Transportation Cabinet’s Secretary. The Secretary is responsible for organizing and administering the KYTC. The Office for Civil Rights Title VI program has a designated Title VI Coordinator to assist in the KYTC department’s compliance efforts. The Office for Civil Rights is responsible for collecting and maintaining sub-recipient participation.

#### **Executive Director, Office for Civil Rights and Small Business Development**

The Executive Director is responsible for the Cabinet’s adherence and compliance with Equal Opportunity, the Minority Internship Program (MIP), Title VI and Small Business Development (Disadvantaged Business Enterprise Program) via program implementation and policy development.

The Office for Civil Rights and Small Business Development is responsible for the following:

- Monitoring Equal Employment Opportunity programs, including enforcement of Titles VI and VII of the Civil Rights Act of 1964.
- Ensuring that all Title VI complaints will be routed to the FHWA Headquarters Office of Civil Rights (HCR) for processing while all other complaints based on sex, religion, disability, age, sexual orientation,

veteran status, income level, will be investigated by The Office for Civil Rights.

- Counseling at-risk employees and employees facing disciplinary action or identified as having difficulties that may interfere with or jeopardize employment (EEO).
- Administering, coordinating, supporting, and monitoring progress of the Disadvantaged Business Enterprise (DBE) Program and Supportive Services/On-the-Job Training Programs (DBE/OJT).
- Publishes directory of certified and prequalified DBE firms.
- Certifies small businesses owned and controlled by socially and economically disadvantaged individuals, including minorities and women, to participate in U.S. DOT-assisted contracts in accordance with 49 Code of Federal Regulations 26 (49 CFR Part 26) (DBE).

### **Civil Rights Branch Manager/Affirmative Action Compliance Officer/Title VI Officer**

The Civil Rights Branch Manager/Affirmative Action Officer (AACO)/Title VI Officer is responsible for the oversight and coordination of KYTC's compliance with the affirmative action programs and internal equal employment opportunity investigations and all related statutes, regulations and directives. General responsibilities of the Civil Rights Branch Manager/AACO/Title VI Officer include but are not limited to updating the KYTC's two Title VI Goals & Accomplishment plans, Title VI Program Plan, EEO reports, the State Employment Practice Report and providing district directors with data on hiring accomplishments and areas of opportunity.

### **Title VI Program Coordinator**

The Title VI Program Coordinator is responsible for the oversight and coordination of KYTC's compliance with Title VI and all related statutes, regulations, and directives. The Title VI Program Coordinator has direct access to the KYTC's Secretary (CEO). The general responsibilities of the Title VI Program Coordinator include but are not limited to the following:

- Coordinating Title VI program development with Area Development Districts (ADDs), Metropolitan Planning Organizations (MPOs), Local Public Agencies (LPAs) and division managers.
- Establishing procedures for processing Title VI program reviews and/or sub-recipient reviews.
- Coordinating Title VI training for KYTC staff, sub-recipients, and stakeholders.



- Preparing required reports.
- Providing guidance and advice on the Title VI Program to KYTC staff, MPOs, LPAs, and ADDs using a multi-year approach.
- Participating in the design, development, and dissemination of Title VI information to the public via the Notification to Beneficiaries.
- Annually updating KYTC's Title VI Program Plan.

## V. STATEMENT OF ASSURANCES

DocuSign Envelope ID: 64678D83-5FE1-40BF-ADFC-63E11F51936A



Andy Beshear  
GOVERNOR

### TRANSPORTATION CABINET

200 Mero Street  
Frankfort, Kentucky 406 01

Jim Gray  
SECRETARY

Official Order 113092

#### STANDARD TITLE VI ASSURANCE

##### Kentucky Transportation Cabinet Standard Title VI Assurances

The Kentucky Transportation Cabinet, (hereinafter referred to as the "Recipient") **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the **Federal Highway Administration (FHWA)**, is subject to and will comply with the following:

##### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

##### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, disability, income-level, or Limited English Proficiency (LEP) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the FHWA.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally-assisted **Federal Highway Program**:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **Federal Highway Programs** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

### Construction Proposals

*“The Kentucky Transportation Cabinet, Department of Highways, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, disability, income- level, or Limited English Proficiency (LEP) in consideration for an award.”*

### Agreements for Other Services

*“Compliance with Regulations: The Consultant shall comply with the regulations of the Transportation Cabinet, Department of Highways, relative to nondiscrimination in Federally Assisted Programs of the Transportation Cabinet, Department of Highways (49 CFR, Part 21) which are herein incorporated by reference and made a part of this contract.”*


3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:


- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, The Kentucky Transportation Cabinet also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FHWA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FHWA**. You must keep records, reports, and submit the material for review upon request to **FHWA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Kentucky Transportation Cabinet gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the **Federal Highway Program**. This ASSURANCE is binding on Kentucky, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **Federal Highway Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Signed and approved this 1/10/2023 day of \_\_\_\_\_ 2023.

DocuSigned by:  
  
 9DC832E7B94544E  
 Jim Gray, Secretary  
 Kentucky Transportation Cabinet

APPROVED AS TO FORM AND LEGALITY  
 DocuSigned by:  
  
 J. Todd Shipp, Esq., Special Assistant, Office of Legal Services

## **VI. PROGRAM REVIEW PROCEDURES**

KYTC uses a process to annually review Title VI activities to ensure nondiscrimination. The Title VI Coordinator examines data for nondiscrimination, which may include, but not limited to:

- Collecting and analyzing data on minority and low-income populations to determine the potential impact of proposed plans, programs, and projects.
- Ensuring all contract documents contain the appropriate Title VI provisions.
- Consulting with the Title VI Coordinator/Liaison and the OCRSBD Executive Director when complaints are received, or issues arise during a public hearing/meeting.
- Ensuring that all people are treated equitably regardless of race, color, or national origin.
- Monitoring Title VI accomplishments, notifying the Title VI Coordinator/Liaison of problem areas and summarizing activities for inclusion in the Title VI Plan Update
- Developing and updating internal policies and procedures to ensure Title VI compliance during all phases of projects, activities.
- Ensuring that all business pertaining to the selection, negotiation, and administration of consultant contracts and agreements is accomplished without discrimination based on race, color, and national origin.
- Ensuring that efforts are made to include minority and women owned businesses in consideration for contracts.
- Ensuring that internal and external publications and all other relevant communications disseminated to the public include the Title VI policy reference.
- Providing reasonable accommodations, information in the appropriate language or interpreters as needed for individuals with disabilities and LEP persons.
- Collecting questions, concerns, comments, or complaint from the public, ensuring they are appropriately addressed and forwarding potential discrimination concerns to the appropriate officials.

### **A. KYTC Core Program Area Reporting**

The KYTC currently receives funds from the U.S. Department of Transportation (U.S.D.O.T.) Federal Highway Administration (FHWA). As a recipient of federal funds, the KYTC, pursuant to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, 49 CFR Part 21 – U.S.D.O.T. Title VI Regulations, and 23 CFR 200 – FHWA Title VI Regulations, is required to ensure that no person shall be excluded from participation in, be denied benefits of or be otherwise subjected to discrimination on the grounds of race, color or national origin under any program or activity receiving Federal financial activity assistance from the U.S.D.O.T.

To aid in compliance with 23 CFR 200.9(b) (10), all core program areas must submit an annual report to the Title VI Coordinator/Liaison to be used as an assessment tool to determine whether

the program area is in compliance with Title VI and to ascertain instances where the Title VI Coordinator/Liaison may need to provide or request training and technical assistance to help the program area achieve its Title VI goals and maintain compliance. In addition, the Title VI Coordinator/Liaison will review the data collection methods for each program area periodically to ensure compliance with KYTC's Title VI Program requirements. Title VI Coordinator/Liaison for each area should prepare the report and submit it annually on October 31.

Each report should contain the following information:

- Demographic information collected during the service delivery process.
- Information concerning the dissemination of copies of The Civil Rights Act of 1964 non-discrimination statement.
- Description of steps taken to ensure meaningful access to programs, activities, and services to LEP persons.
- Description of costs using dollar amount incurred during the year while related to the LEP service provision.
- Analysis of whether existing assistance meets LEP needs of those served by the program area and if not, a description of those needs.
- Information regarding the viability of current LEP assistance sources, if applicable.
- Description of Title VI training attended by division personnel, ADD and MPOs, to include a roster of attendees, dates and locations of the training and information regarding the sponsoring organization.

The Title VI Coordinator/Liaison will discuss with manager(s) effective tools to correct any discrimination that may have been found in the Program area.

## **B. Programs or Activities Subject to Title VI**

KYTC program areas with Title VI responsibilities include the following departments/divisions/offices:

- Department of Highways - Research
- Office of Program Planning and Management - Planning and Consultant
- Office of Project Development - Design, Environmental Analysis, and Right of Way
- Office of Project Delivery - Construction and Contract Administration
- Office of Transportation Delivery - Transportation Delivery
- Office of Human Resource Management - Education and Training
- Office for Civil Rights and Small Business Development
- ADD and MPO

## **C. Special Emphasis Program Areas**

The Office for Civil Rights & Small Business Development has continued to provide and monitor Title VI training for all of Kentucky Transportation Cabinet (KYTC) employees and sub-

recipients. The next annual Title VI training will be conducted in 2023. KYTC Cabinet employees are still required to undergo Title VI training during new employee orientation. Title VI training was provided virtually and in-person during the Statewide Transportation Planning Meeting on 10/2022 via Blue Jeans meeting platform. This training is directed toward KYTC employees, ADDs and MPO sub-recipients and Local Government officials.

***Title VI Special Emphasis Areas***

- Research
- Planning and Management - Planning and Consultant
- Design
- Environmental Analysis
- Right of Way
- Construction and Contract Administration
- Maintenance
- Professional Services

**VII. COMPLAINTS**

The Kentucky Transportation Cabinet has received five complaints during the reporting period, one of the complaints was substantiated, one complaint was informal, and one was completed as an inquiry. Two complaints are currently in the investigative phase. Below is a breakdown of the types of discrimination complaints received<sup>2</sup>.

Race – 1	Color – 1
National Origin – 0	Religion – 0
Sex – 0	Age – 0
Retaliation – 1	Disability – 0
Political Affiliation – 0	Sexual Harassment - 4
Other – 0	

---

<sup>2</sup> Please note that some complaints filed claimed multiple types of discrimination or harassment.

## VIII. GOALS & ACCOMPLISHMENTS BY DIVISION

### Department of Highways

<http://transportation.ky.gov/highway-safety/Pages/default.aspx>

Kentucky Transportation Cabinet Research and Development Management Plan

#### I. Accomplishment(s).

- A. There are approximately 143 active KYTC research projects/programs underway. During the reporting period approximately 54 research projects were completed on topics including construction project management, utility conflicts, roadway pavements, planning, highway project development, highway project delivery and preservation and vehicle regulation.
- B. Title VI information has been incorporated into published research reports and also the Kentucky Transportation Center website.

#### II. Goal(s)

This year KYTC has the goal of working on a process to competitively advertise for research and innovation professional services when the tools already available to the Cabinet do not align with Cabinet needs. In order to do this, the State Highway Engineer's Office will work with the Division of Professional Services, the Division of Purchases and the Office for Civil Rights and Small Business Development on contracting mechanisms and language appropriate for solicitation of such services should that be required in the future.

### Division of Planning

<http://transportation.ky.gov/Planning/Pages/default.aspx>

#### I. Accomplishment(s)

The Division, through the Annual Work Program for the ADDs, requested, reviewed, and implemented Public Involvement Plans, which included a specific component to identify and focus on methods to address the needs of the traditionally underserved populations in each region. These plans included specific tools and/or methods to reach these groups in their region and provide the opportunity for all population groups to present their transportation needs.

Examples of tools and methods developed to outreach underserved populations included:

- Use of the American Community Survey 5-year data to determine the demographics within a defined project area as part of the project-specific Environmental Overviews and



Socioeconomic Studies for outreach efforts, particularly with an emphasis on minority and low-income populations to more effectively reach these groups.

- Posting public notices and opportunities for involvement through the support of local transit agencies. Posting public notices, surveys and opportunities for involvement on the KYTC Highway District and/or KYTC Division of Planning Websites.
- The Division publishes public notices in the most widely circulated and in non-traditional and/or minority newspapers within a project area, where applicable. For example, the use of Hispanic and African-American Newspapers for public notices.
- Administered Project Surveys via online surveys and provided hard copy format.
- Providing additional visualization resources at public meetings and executive summaries to help address the low literacy and/or English proficiency concerns commonly found in minority and low-income populations.

The Request for Proposals for the 2022-2045 Kentucky LRSTP was released on April 13, 2021, as part of the Division of Professional Services' April Bulletin. Consultant Selection for this 18-month project with extensive public outreach was completed on May 24, 2021, with a Notice to Proceed granted to the consultant on the 2022- 2045 Kentucky LRSTP on August 12, 2021. KYTC completed a demographic analysis report on September 15, 2021, and conducted a 45-day public outreach survey in English and Spanish from October 22, 2021, to January 12, 2022. The draft LRSTP is expected to be released for a 30-day public survey on October 3, 2022. LRSTP project information can be found at the following websites:

KYTC website- <https://transportation.ky.gov/Planning/Pages/Long-Range-Statewide-Transportation-Plan.aspx>.

Consultant storyboard website- <https://getthertogetherky-baker.hub.arcgis.com/>.

In May 2020, KYTC awarded the Kentucky Riverports, Highway, and Rail Freight Study to synthesize and document major freight generators transporting products across the state for the purpose of identifying opportunities to build manufacturing and distribution facilities in Kentucky. Also, to identify freight shipments more efficiently and suitable for various transportation modes utilizing roadway, rail line, and river connections available at the state's Riverports. Three virtual three-day summits were held on November 16-18, 2020, March 24-26, 2021, and August 31-September 2, 2021.

The Division of Planning's Freight, Rail, and Waterways program administered a Water Transportation Advisory Board (WTAB) public meeting on June 10, 2022. The Freight, Rail, and Waterways program collected and reviewed applications for Kentucky Riverport Improvement (KRI) grants for the WTAB meeting.

In October 2019, KYTC awarded a project in which a consultant has now developed a complete

inventory of Americans with Disabilities Act (ADA) accessibility data on all state-maintained roadways to support the identification of pedestrian barriers for the upcoming KYTC ADA Transition Plan. The Bike/Ped program had regular collaboration with the project manager and the OIT GIS team during the course of the project via virtual meetings and emails. Previous data collections are available at <https://transportation.ky.gov/BikeWalk/Pages/Bicycle-and-Pedestrian-Facility-Inventory-Map.aspx> for public use.

The Bicycle and Pedestrian Program is responsible for coordinating with all Highway District Offices, local governments, and all Area Development District Offices to expand and improve non-motorized transportation opportunities in Kentucky. This is accomplished by providing assistance, resources, and guidance associated with and for pedestrian and bicycling facilities and treatments. These resources are from the leading professionals in the industry including FHWA, the American Association of State Highway and Transportation Officials (AASHTO), National Cooperative Highway Research Program (NCHRP) and National Highway Traffic Safety Administration (NHTSA).

In addition, the program also ensures that pedestrians with disabilities have opportunities to use the transportation system in an accessible and safe manner. KYTC's responsibilities include not discriminating on the basis of physical disability in any highway transportation program, activity, service, or benefit provided to the general public. KYTC works to ensure that people with disabilities have equitable opportunities to use public rights-of-way.

During FY 2022, the Division of Planning's Bike/Ped program administered the Kentucky Bicycle and Bikeway Commission's (KBBC) quarterly meetings on July 22, 2021, October 28, 2021, January 28, 2022, and May 12, 2022. The Bike/Ped program collected and reviewed applications for Paula Nye Memorial Education Grants alongside the KBBC during the annual meeting on October 28, 2021. In addition to this annual meeting, a full day conference with various speakers from across Kentucky was conducted on October 29, 2021, in Berea, KY. Attendance at this meeting was 105 participants, exceeding that from all previous Annual Meetings. Maintained regular communication with KBBC commissioners between meetings throughout the year. The Paula Nye Grants are available to communities and 501c3 organizations for safety, encouragement, and education for non- motorized transportation.

The Bike/Ped program continued working on the US Bike Route System. USBR 21 and USBR23 were updated in the Division of Planning's HIS database and new GIS shapefiles depicting the alignments were produced. The updated routes were also posted on KYTC's Bike/Ped website, linking to Google Maps documents of each route with pan/zoom capabilities of the entire routes. Both routes were also symbolized with BCI (Bicycle Comfort Index) ratings for each section of the routes in their entirety. Also created and distributed a statewide map showing all USBR's in Kentucky. Stylized maps of each individual AASHTO approved USBR (21, 23, and 76) were created and distributed at various events, including the press event for the unveiling of USBR 21 signage. These new maps are also available on KYTC's bike/ped website.

The Bike/Ped program continuously updated the statewide dataset of multi-use paths, sidewalks, and on-road bike facilities. The dataset is available for all GIS users in the Cabinet and is included as a layer on KYTC's interactive Statewide Bike/Ped Facilities Map. This layer was shared with the Division of Geographic Information (DGI) to be made available on their website and server

for more customers to reference.

The Bike/Ped program reviewed and performed quality control measures on Bike/Ped facility inventory data and bike/ped community master plans and clubs listing submitted by the ADDs as an element of the September 2021 and 2022 ADD Work Program deliverables. Once the data underwent QC, it was integrated into the HIS database.

The Bike/Ped program tracked Nye Grant expenditures and maintained a running total of funds dispersed. Tracked compliance among grant recipients by reviewing progress reports of projects conducted with grant money. Approximately \$93,000 was distributed in the past year, the largest amount to date.

The Bike/Ped program finalized Kentucky's participation in a Case Study of Communities of Less Than 10,000 People with Bicycle and Pedestrian Infrastructure by Montana State University/Western Transportation Institute. The three communities involved in the study are Calvert City, Corbin, and Morehead. The complete report can be found on KYTC's bike/ped website.

The Bike/Ped program provided technical assistance to various District offices regarding bike and pedestrian issues. Specific information was given to D-1, D-5, D-7, and D-12.

The Bike/Ped program completed sign placement for USBR 21 and held a ribbon-cutting ceremony with Secretary Gray, Mayor Fraley, and Judge Executive Taylor in Berea on November 1, 2021.

The Bike/Ped program assisted with a Share the Road signage request from a citizen in Warren County.

The Bike/Ped program performed continuous reviews and updates of BKPD (bike/ped facilities) asset data in the HIS database. Assets also maintained were BI (Bicycle Route) and RBRT (Recreational Bike Routes). Bike/ped facilities were also added and updated utilizing design plans from roadway project notifications received from the Data Management Branch.

The Bicycle Comfort Index (BCI) formula was modified to replace the Critical Rate Factor (CRF) with the Level of Service of Safety (LOSS) primarily because KYTC has not used CRF since 2019.

The Bike/Ped program regularly updates and maintains all KYTC Bike/Ped webpages, which include Bike Walk Home, KBBC, Laws and Policies, Bike Ped Plans and Clubs, Sidewalk and Bike Facilities Map, Bicycle and Pedestrian Travel Planning, Safety Information, Technical Information, Recreational Trail Information, and U.S. Bicycle Routes in Kentucky.

Participated in Teams Meetings with FHWA state bike/pedestrian coordinators, AASHTO Council on Active Transportation Committee, AASHTO CAT Research Subcommittee and AASHTO CAT Communication Subcommittee.

The Bike/Ped program coordinated with the Kentucky Bicycle and Bikeway Commission (KBBC) to disperse payments to the Paula Nye Grant awardees in January 2022.

The Bike Ped Program began work on a Complete Streets Policy and Manual. The consultant was selected and hired. A Complete Streets Project Team and CSM Stakeholders Group were established to review and provide feedback. The Project Team consists of KYTC employees, and the Stakeholders Group consists of ADD Transportation Planners and representatives of the MPOs. Completion of the manual is scheduled for September 2022.

The Bike/Ped Program began work on a Statewide Bike and Pedestrian Master Plan. Consultant was selected and hired. A Master Plan Steering Committee was established consisting of engineers, planners, designers, and interested persons to provide feedback, direction, comments, action plans. Completion of the Master Plan is scheduled for December 2022.

The Bike/Ped Program participated in an assessment of pedestrian and bicyclist safety activities throughout the State. The assessment was conducted by the National Highway Traffic Safety Administration (NHTSA), a federal agency of the U.S. Department of Transportation. The report was completed in March 2022 and is available online on the KYTC Bike Walk KY webpage.

The Bike/Ped Program assisted the University of Kentucky in a study to evaluate pedestrian and bicycle infrastructure and determine ways that such projects can be evaluated. Included in this effort was to determine the proper definition and accounting of the benefits and costs for specific projects. The Literature Review was completed in January 2022.

The Bike/Ped Program partnered with a consultant to prepare construction plans and drawings for District 5 and District 10 to replace non-compliant ramps and landings as identified in the ADA Transition Plan in Frankfort, Stanton, Irvine/Ravenna, Hazard, Jackson, Clay City and Beattyville. Construction to start in September 2022.

The Bike-Ped Program continues to lead bi-weekly meetings with the Secretary, Deputy Secretary, State Highway Engineer, Assistant State Highway Engineer, Commissioner of the Department of Rural and Municipal Aid, and Director of Division of Planning on the status of the bike/ped program within the Cabinet.

The Bike-Ped Program agreed to co-chair the Vulnerable Road User Task Force. Conducted one meeting in January 2022.

The Bike-Ped Program participated in NCHRP Synthesis 20-05/Topic 53-12 Practices for Adding Bicycle and Pedestrians Access on Existing Vehicle Bridges. This project was to document the practices employed by state departments of transportation (DOTs) to provide or improve access to existing vehicle bridges for active transportation users. Conducted research on the number of existing bridges that have been retro-fitted for bike-ped accommodations.

Bike/Ped focused presentations were made as follows:

- KIPDA in Louisville – January 27, 2022

- Cave Country Trails via Teams – February 18, 2022
- Madison County Trails in Richmond – April 26, 2022
- Pedal for a Purpose in Lexington – May 7, 2022
- Cave Country Trails via Teams – May 12, 2022
- Streetfest in Lexington – May 14, 2022
- Horsey Hundred in Georgetown – May 2022
- BRADD via Teams – June 1, 2022

## **BOWLING GREEN MPO**

In an effort to continue supporting public involvement, participation, and consultation throughout FY 2022, BG-WC MPO has conducted or participated in the following tasks, activities and events:

- Participated in project team meetings for the awarded TAP grant project in the West End of Bowling Green – the area of the community with the highest population of cultural diversity and minority populations.
- Assisted the City of Bowling Green in the development of new TAP projects. Assisted with disaster recovery efforts in the aftermath of December 11 tornados.
- Worked with City of Bowling Green staff and Warren County Public Schools leaders to develop a proposal for outdoor classrooms along the greenway, located behind Jennings Creek Elementary and Moss Middle Schools. This location was hardest hit by the December tornados and is home to many international residents.
- Developed and published MPO quarterly newsletters, which were distributed to MPO committees, the City of Bowling Green, the International Communities Council, and Western Kentucky University employees, and posted on the MPO website.
- Use of social media by the host agency, City-County Planning Commission, and BikeWalkBG, which also serves to announce and publish information regarding the MPO’s public participation efforts. Use of the BikeWalkBG social media platforms to distribute information about biking and walking in the Bowling Green area.

- Coordinated with KYTC’s Office for Civil Rights & Small Business Development to submit the MPO’s Title VI Plan.
- Participated in public events with Title VI populations promoting BikeWalkBG and bike/ped safety. Events included, but were not limited to, community events/fairs, bike rodeos, and community bike rides.
- Organized and attended the 2nd Annual Greenway Celebration at Jennings Creek, located in a low-income area.
- Organized and attended community events with the target audience in socially vulnerable areas and/or for persons with disabilities.
- Evaluated Title VI practices alongside the update of the 2045 MTP and the Bicycle and Pedestrian Master Plan update.
- Coordinated with transit provider, GO by Transit, to assist with transit planning endeavors and update transit performance measure targets.
- Researched alternative GIS-compatible datasets to use in-lieu of ACS 2020 data for Title VI/Social Vulnerability Index updates.
- Drafted and published a public survey for the Bicycle and Pedestrian Master Plan update. Provided flyers about surveys at community events that were hosted in socially vulnerable areas, distributed via Facebook, and emailed survey opportunities through email distribution.

## **CINCINNATI MPO**

OKI’s commitment to engaging our public goes beyond requirements and regulations. We are always looking for ways to reach our partners, jurisdictions, and broader community, especially our five Environmental Justice community groups – Minority, Low Income, Elderly, Individuals with a Disability, and Zero-Car households. Here are a few of OKI’s Title VI highlights:

- OKI Title VI Plan – Completed the review and update of OKI Title VI Plan activities for the period October 1, 2020, through September 30, 2021, which was submitted to KYTC for approval. OKI later received a letter from the KYTC Office for Civil Rights & Small Business Development confirming that the Title VI Plan has been approved and met federal guidelines.
- OKI DBE Program – Completed the review and update of OKI’s DBE Program; submitted the updated document to ODOT and FTA-Region 5 and posted the document effective October 1, 2021, on our website, [www.oki.org](http://www.oki.org).
- OKI Participation Plan – Completed the review and update of OKI’s Participation Plan which was posted on the OKI website [www.oki.org](http://www.oki.org) for a 45-day public review period. In

addition, local transit agencies, transportation providers, members of OKI's Environmental Justice Advisory Committee (EJAC), OKI's Tristate Transportation Equitable Opportunity Team (TTEOT), OKI's DBE Certified Vendor Bid List, Hispanic Chamber members, and local community councils were provided the date, time, and link to the virtual public meeting to learn about the updated Participation Plan and provide feedback. Staff recommendations to update the Plan were presented at the ICC and Executive Board Committee meetings, followed by Board adoption on February 10, 2022.

- ODOT – Completed the ODOT Title VI Compliance Questionnaire for inclusion in OKI's UPWP FY 2023.
- Institute for Sustainable Communities – Participated in three team-training sessions presented by the Institute to discuss regional collaborations for equitable climate solutions from an EJ perspective. The goal being to identify and advance regional climate goals while ensuring that equity is a central component of planning and implementation. Earlier in the reporting period staff had participated in an Equity Steering Committee discussion on how best to understand, plan for and enhance neighborhood-level climate resilience from an EJ perspective.
- OKI STBG, SNK and TA Review – Met with EJAC members to finalize the review and scoring of 41 applications submitted to OKI and reach a consensus on the score for each application. Staff created a table to list each project and corresponding EJ score which was then incorporated into OKI's project prioritization process for transportation funding in Ohio and Kentucky.
- Greater Cincinnati Region Paratransit Coordination Meeting – Participated in meetings to develop strategies to coordinate SORTA/Cincinnati Metro's paratransit and demand response services in the Greater Cincinnati region. Survey results were reviewed and prioritized to develop implementation steps with a timeline for each strategy. Staff later reviewed the draft summary of activities to be implemented with the understanding that the end goal is to continue the process for establishing better coordination of area transit providers to improve paratransit and fixed route services, especially for the elderly and individuals with disabilities.
- U.S. DOT Volpe Center – Attended the webinar which discussed “Mobility Best Practices and E- Mobility Diversity, Equity, and Inclusion in Accelerating EV Adoption.”
- KYTC Statewide Transportation Planning Meeting – Attended the meeting at which numerous updates were presented including an update on Title VI Training.
- OKI All Staff Meeting-Title VI – Presented information on the importance and value of conducting the OKI Unified Planning Work Program (UPWP) according to Title VI to ensure that no one is excluded, denied, or discriminated against during the course of any OKI program or service. Staff later participated in a virtual KYTC “Meet & Greet” meeting with personnel who will now oversee OKI's Title VI Plan.

- Fifth Third Bank Diversity Leadership Symposium – Attended the symposium at which the essence of remarks by the guest speakers continued the symposium’s mantra from last year, “Be intentional about your actions around diversity and inclusion.”
- University of Cincinnati – Shared information with students attending an Organizational Behavior class to explain the significance of Title VI of the Civil Rights Act of 1964 relative to OKI’s UPWP. Staff presented information on how OKI defines its five Environmental Justice population groups; defines its Limited English Proficiency (LEP) community and gave examples of outreach activities performed by OKI staff to encourage these groups to participate in its transportation planning process. Staff also highlighted the work of OKI’s Coordinated Plan Oversight Committee, the work of its EJAC and TTEOT committees.
- OKI STBG/SNK/TA Workshop – Participated to explain the importance of providing information to questions on the funding application regarding EJ impacts by the proposed project.
- Kentuckiana Regional Planning and Development Agency (KIPDA) – Participated in a virtual meeting with colleagues from KIPDA to share best practices of how OKI reviews and scores its funding applications relative to Environmental Justice population groups.
- U.S. Department DOT – Attended the webinar at which the secretary of transportation and senior leaders across the department provided information about their work with DOT’s Equity Action Plan and identified their four focus areas across all transportation investments.
- ODOT’s 5th Annual Civil Rights Transportation Symposium – Attended the symposium which provided insight to ODOT’s commitment to diversity and inclusion and facilitated discussions on the state’s current resources and strategies to improve current infrastructure while preparing for the future.
- NARC Diversity, Equity & Inclusion Working Group Meeting – Attended the webinar which featured panelists discussing various activities of the Lehigh Valley, Pennsylvania Planning Commission and Transportation Study noting that their work included not only disparity based on race but also age for their work with senior citizens and their work with single parents.
- Conference of Minority Transportation Officials (COMTO) Cincinnati Chapter – Attended the monthly meetings and one meeting featured a panel discussion celebrating local “Women Who Move the Nation” who shared their challenges and accomplishments in the field of Transportation.
- Cincinnati Accessibility Board of Advisors (CABA) – Attended the monthly meetings two of which were of special note. One meeting featured a presentation by city of Cincinnati personnel with the Department of Transportation & Engineering (DOTE)



discussing the integrity of the Brighton Approach Bridge. City staff shared four options regarding the future of the bridge and the potential impact, especially to the elderly and individuals with a disability. Another meeting featured DOTE personnel responding to concerns raised by CABA members regarding the location of poles for audible traffic signals and the location of the audible signal on the poles relative to individuals in wheelchairs.

- Tristate Transportation Equitable Opportunity Team (TTEOT) – Shared assorted other information pieces with TTEOT members during this reporting period including:
- National Aging & Disability Transportation Center regarding new funding opportunities;
- Great Lakes ADA Information Center webinars regarding “Accessible Autonomous Vehicles”, “ADA Legal,” “Accessible Technology,” “Accessible Temporary Events”, “Barrier Removal Requirements for Privately Owned and Operated Businesses under the ADA”;
- Cincinnati Association for the Blind & Visually Impaired “White Cane Hike” and “Beginners Guide to Online Shopping”;
- FTA Funding webinar;
- OKI 5310 Applicant Workshops;
- Council on Aging of Southwestern Ohio quarterly newsletter;
- Center for Independent Living Options e-newsletter;
- Opportunities for Ohioans with Disabilities bi-weekly e-newsletter;
- U.S. Access Board webinars on “Accessible Signage” and “Accessible Golf and Miniature Golf Facilities.”
- Staff also continues to inform OKI’s DBE Certified Vendor Bid List of contracting opportunities.

## **CLARKSVILLE MPO**

The Clarksville MPO advertises their MPO meetings in the regional paper Kentucky New Era, the Eagle Post (an EJ area paper), and the El Curcero Hispanic paper, along with a flyer in English and Spanish posted in the buses and transfer centers.

The MPO is currently working on the Title II Self Evaluation Transition Plan.

## **ELIZABETHTOWN MPO**

The Radcliff/Elizabethtown MPO completed a new Transportation Improvement Program, which included outreach efforts through social media and other platforms.

The Radcliff/Elizabethtown MPO completed the East Elizabethtown Connectivity Study, which included outreach efforts to the public.

LTADD staff completed the draft LTADD Hazard Mitigation Plan, numerous outreach efforts to the public were made to obtain feedback into the plan development.

LTADD staff is continuing to work on the development of a LTADD Disaster Resiliency Plan in response to COVID-19. This has included a public survey to obtain feedback.

LTADD continues to share information with the public through social media outlets and the LTADD and MPO websites.

LTADD continues to have a contract with a company for a sign language interpreter. LTADD has Spanish-speaking staff should an interpreter be needed.

## **EVANSVILLE MPO**

On July 14 and July 21, 2021, the MPO Title VI & ADA Coordinator attended FHWA's ADA webinars for ADA Transition Plan Implementation.

On July 20, 2021, the MPO Deputy Director attended the Trip Planning for All webinar, part of the Complete Trip ITS4US Deployment Program ConOps Webinar series.

On July 26, 2021, the MPO Deputy Director attended the Transportation Data Equity Initiative webinar, part of the Complete Trip ITS4US Deployment Program ConOps Webinar series.

On August 17, 2021, the MPO Title VI & ADA Coordinator Matt Schriefer provided a pre-training Title VI test to MPO staff. All staff members improved their pre-training test scores from previous years.

On October 20, 2021, the MPO Title VI & ADA Coordinator and MPO Deputy Director virtually attended Title VI training presented by the KYTC Office of Civil Rights as part of the Statewide Transportation Planning meeting.

On October 25, 2021, MPO Title VI & ADA Coordinator Matt Schriefer provided Title VI and ADA training to other MPO staff. The training included a review of the pre-training test and a discussion about potential Title VI and ADA issues and concerns.

On November 9 and November 16, 2021, the MPO Title VI & ADA Coordinator and MPO Deputy Director virtually attended the US Department of Transportation's virtual public meetings related to the Justice40 Initiative.

On July 19, 2021, October 18, 2021, January 24, 2022, and April 25, 2022, the MPO hosted the Regional Transit Advisory Committee (RTAC) meetings. The RTAC was formed in October 2018, with its first meeting on October 15, 2018. During the RTAC meetings, members discuss ways to improve transportation options in the region for all residents. Members include public, private, and non-profit transportation providers in the five county MPO region.

On March 10, 2022, the 2021/2022 Title VI Annual Goals and Accomplishments Report was presented to the MPO Technical Committee and Policy Board. The report was then added to the appendices of the Title VI Implementation Plan.

On March 22, 2022, the MPO submitted a final version of the Title VI Goals and Accomplishments Report and the updated Title VI Implementation Plan to the KYTC Office of Civil Rights based on their recommended updates.

The MPO Title VI & ADA Coordinator continued to meet periodically with the National Center for Mobility Management and the Mobility Manager for Health By Design to discuss mobility management across the state of Indiana.

The MPO Title VI & ADA Coordinated continued to attend Talent 2025 meetings hosted by the Welborn Baptist Foundation and will continue to work with them to improve transportation options for healthcare appointments across the five-county region.

There were no Title VI or ADA complaints against the MPO the last year.

## **HUNTINGTON MPO**

KYOVA Interstate Planning Commission applies several methods to identify and address the needs of traditionally underserved populations. Inclusion of all documents and documentation were placed on the KYOVA website during the review period as well as after the final documents following Policy Board approval. In summary, the following activities, trainings, and/or tools were utilized:

- Metropolitan Transportation Plan (MTP). Amendments (#18-#21) and Administrative Modifications (#70-#77) to the KYOVA 2040 MTP were processed during FY 2022. All amendments were provided a 15-day public review as outlined in KYOVA's Participation Plan along with a published notification in the Herald Dispatch, the largest newspaper in circulation in the Tri-State Region, and placed on KYOVA website. Maps and other illustrations to demonstrate the demographic make-up were provided during the comment period, which are included in the final documents. All Amendments and Administrative Modifications were presented to the Technical Advisory Committee (TAC) for review and recommendation to the Policy Committee (PC) who in turn approved via Resolution. Documentation can be viewed on the KYOVA website. Additionally, KYOVA updated the 2040 MTP to reflect current years for the 2050 MTP. Public meetings (virtual and in-person) were held along with two comment periods. These meetings were publicized through various sources: the KYOVA website, Herald

Dispatch, email list serve of interested parties, KYOVA Transportation Committee members, etc. Title VI maps and documentation along with meeting accommodations were addressed with the update. Final approval of the 2050 MTP is expected to be early summer 2022.

- Transportation Improvement Program (TIP): Amendments (#6-#10) and Administrative Modifications (#16- #23) to the KYOVA 2021-2024 TIP were processed during FY 2022. All amendments were provided a 15-day public review as outlined in KYOVA's Participation Plan along with a published notification in the Herald Dispatch, the largest newspaper in circulation in the Tri-State Region, and placed on KYOVA website. Maps and other illustrations to demonstrate the demographic make-up were provided during the comment period, which are included in the final documents. All Amendments and Administrative Modifications were presented to the Technical Advisory Committee (TAC) for review and recommendation to the Policy Committee (PC) who in turn approved via Resolution. Documentation can be viewed on the KYOVA website.
- Beginning FY 2022, KYOVA developed an in-house self-directed Title VI/LEP Training for all employees to complete. Completion is required annually and is documented by an employee self- certification, which is kept on file with the Office Manager/Title VI Coordinator.
- KYOVA coordinated with the Department of Transportation from West Virginia, Kentucky, and Ohio to complete the KYOVA FY 2023 UPWP, which included a review of the Title VI Procedures, Title VI/EJ Narrative, and Title VI Assessment Tool/Questionnaire as required by the State of Ohio. FY 2023 UPWP is available for review on the KYOVA website.
- The Title VI Implementation Plan and Limited English Proficiency Language Assistance Plan (January 1 to December 30, 2021) were updated utilizing the 2012-2016 and 2015-2019 American Community Survey (ACS) 5-year estimate data profiles. Maps and data were updated with the current demographic data for Plan inclusion as well as maps produced to illustrate transit routes in relation to minority populations. This update includes updates as requested by KYTC Division of Civil Rights and Small Business Development. The KYOVA Policy Board approved the Title VI/LEP Plan at their regularly scheduled meeting in December 2021. The Plan can be viewed on KYOVA's website under the Title VI tab. These Plans were submitted to both the KYTC Office of Transportation Delivery and the KYTC Office for Civil Rights and Small Business Development and met approval.
- KYOVA's Participation Plan outlines the policies and procedures for ensuring the public receives notification of programs and funds throughout the KYOVA Planning Area. During the reporting period, no amendments or updates were made. The current Plan may be reviewed on the KYOVA website.
- KYOVA's Suballocated/Dedicated Funds (Surface Transportation Block Grant Program and Transportation Set-Aside Program) cycle application is on-line. The STBG

application cycle is open on a continuous cycle, whereas the Set-Aside Program is required to have a competitive process, which is described in the application literature. Application notifications for both programs were provided electronically to potential applicants, announcements were made at various committee meetings, placed on the KYOVA website, Twitter, and Facebook. Due to COVID-19, staff could not make in-person visits to potential applicants but remained available to answer questions and provide assistance via emails and phone calls. All application and program information are available on the KYOVA website.

- Public and planning meetings and/or conference calls were held to gather information from the project stakeholders and the community for projects funded through both KYOVA's suballocated and statewide funds. Projects included but were not limited to: KYOVA's 2050 Metropolitan Transportation Plan (MTP); Greenup and Boyd, KY Freight Plan; continued support and meetings with the three transit agencies within KYOVA's planning area; and US-52/Sandusky Road Project (Ohio).
- One cycle for the Section 5310 Program (Transit) funding program was completed during this reporting period. Notifications were sent electronically to eligible applicants and a notification of the application cycle was placed on the KYOVA website, Twitter, and Facebook. Applicant workshops were not held during FY 2022 due to COVID-19 restrictions, but applicants were encouraged to contact the KYOVA staff through email or phone for questions. Section 5310 Funding Applications were available on-line at the KYOVA website in both a PDF fillable format and PDF format. Hard copies were also made available to those requiring in a paper format.
- KYOVA's Coordinated Public Transit-Human Services Transportation Plan was updated during FY 2019 and required no update during FY 2022. The Coordinated Plan's goal is to better accommodate the elderly, handicapped, and underserved population with alternative transportation. During FY 2022, KYOVA worked diligently to assist the three transit agencies in KYOVA's planning area to ensure all parties were well-informed and information was easily accessible. The Coordinated Plan is available for review on the KYOVA website.
- Public and legal notices were placed in the Herald-Dispatch – the newspaper of largest circulation in the Huntington, WV-KY-OH TMA (KYOVA) planning area. Additionally, notices were placed on the KYOVA website where the Google translation function was available to facilitate language needs and were available, upon request, in Spanish or other languages as outlined in the KYOVA Participation Plan. Notices include but are not limited to Request for Proposals, KYOVA 2021- 2024 TIP and KYOVA 2040 MTP Amendments; KYOVA 2050 MTP update; Call for Projects and Request for Proposals for projects funded through KYOVA (STBG) suballocated funds; and FTA Section 5310 Public Notice for solicitation of projects.
- The Performance and Expenditure (P&E) Report provided a summary of program activities throughout the funding year and was completed in early fall and submitted to the state DOTs. The Policy Board reviewed and approved the Report via Resolution FY

2022 P&E will be available for review on the KYOVA website in the first quarter of FY 2023.

- The FY 2021 Annual Listing of Obligated Projects/Funds illustrates project funding during the current Federal Fiscal Year. The report was completed and submitted per WVDOH, ODOT, and KYTC guidelines. The Obligated Projects List can be found on the KYOVA website under the Transportation Tab.
- KYOVA employs consulting firms that have Affirmative Action Plans and are dedicated to doing business with those that are associated with affirmative action for women, minorities, disabled individuals, veterans, national origin, age, sexual orientation mental or physical disability in accordance with The Civil Rights Act of 1964; Executive Order 11246 (and its implementing regulations 41 CFR Part 60; The Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) of 1974, as amended (and implementing regulations 41 CFR 60-250; and Section 503 of the Rehabilitation Act of 1973, as amended (and implementing regulations 41 CFR 60-741). Ohio Department of Transportation (ODOT) Title VI Baseline assessment compliance questionnaire and submitted with FY 2022 UPWP; submitted Title VI and EJ Plan to KYTC Transportation Delivery for approval – approved with next update due January 30, 2023; compiled data for Title VI needs and completed mapping projects for local transit agency; and participation in Kentucky Public Transit Association and Ohio Public Transit meetings.
- Additional activities/meetings included: Attended Ohio’s Annual Civil Rights Transportation Symposium; served on KY Diversity, Equity, and Inclusion Focus Group, attended KYTC Statewide Planner’s Meeting (October 2021) with Title VI presentation; applied data and information from the U. S. Census Bureau and the West Virginia, Ohio, and Kentucky State Data Center websites to produce both visualization materials and reports to aide in public outreach activities (mapping specific areas of concern for Title VI and Environmental Justice (EJ) for transportation and transit planning in the Huntington, WV-KY-OH three-state region); Google translation function available on the KYOVA website; employed Zoom, Facebook, Twitter, and other social media outlets for meetings and notifications of programs and activities.
- Staff also participated in a number of web-based trainings offered by FHWA, USDOT, FTA, etc., to include: LPA Experiences in Transition Plan Implementation; Equity & Accessibility; Transportation Planning Grant Program; FTA Areas of Persistent Poverty Program; The Pivotal Role of Public Involvement in the Surface Transportation Bill; KY State Data Center Affiliates Virtual Meeting; The BIL Prioritizes Safety, Climate Change and Equity – What Does it Mean; and DOT Info session on Transportation Equity.

## **LEXINGTON MPO**

Updated and obtained MPO Transportation Policy Committee approval of the Lexington Area MPO Title VI Program Plan. Submitted the annual plan to the KYTC Office of Civil Rights and Business Development for review and approval.

Provided financial assistance to Lextran to complete a Comprehensive Operational Analysis that includes an in- depth Title VI and EJ analyses of transit services in Lexington.

Coordinated with Lextran regarding an update to the regional Public Transit Human Services Coordination Plan. The plan identifies the transportation needs of individuals with disabilities, older adults, and people with low-incomes; provides strategies for meeting these needs; and prioritizes transportation services for funding and implementation.

Continued coordination with Lextran to implement bus stop improvements in accordance with the Bus Stop Facilities Inventory Projects to improve access to transit, benefiting all citizens, including those who are dependent on public transit. Title VI and EJ considerations were used to prioritize improvements.

Conducted meetings with the Blue Grass Community Action Partnership (BGCAP) regarding their plans for transit service expansions in the MPO and Bluegrass Region with the goal of expanding inter-city transportation options to individuals who cannot, do not, or choose not to drive.

Coordinated Shared Mobility Device Permits for the Lexington Area in accordance with city ordinance, which requires mobility companies to provide service in minority and low-income areas.

Drafted Complete Street policies for the MPO and the City of Lexington. The MPO will continue working on formal policy adoption in the coming year. Both policies emphasize providing safe transportation choices for all individuals regardless of income and means of transportation. They also emphasize prioritizing investments in areas of low-income and transit-dependent neighborhoods.

Provided environmental justice/equity mapping data to KYTC for evaluation as part of the Fayette County Local Road Safety Plan.

Developed conceptual designs and cost estimates for intersection, traffic calming and pedestrian safety improvements around the North Limestone and Loudon Ave corridor, an area with higher concentrations of minority and low-income individuals. Worked with LFUCG Engineering to fund bike/pedestrian and roadway improvement to the North Limestone corridor.

Funded the Citation Blvd / Winburn Dr extension project, a critical need identified in the Winburn Small Area plan to improve access and connectivity for this working-class and traditionally low-income neighborhood.

Worked to implement the Imagine Nicholasville Road study. A primary goal of the study is to enhance public transit service and pedestrian access along the corridor which will benefit transit-dependent populations, as well as to increase housing, including affordable housing along the corridor.

Initiated the Imagine New Circle Road transportation and land use corridor plan. The study area includes higher than average concentrations of low-income, minority, LEP populations and households without access to a vehicle. The study survey was distributed in English and Spanish. Targeted outreach efforts included door-to-door canvassing and social media targeting based on socioeconomic, demographic, and geographic data.

Initiated the East Lexington Trail Connectivity & Traffic Safety Study. The study will identify a trail alignment that connects the Brighton Trail to downtown Lexington's East End neighborhood. It will also recommend ways to calm traffic and create a gateway to the East End, a historically black neighborhood.

Participated as Board Member of the Broke Spoke Community Bike Shop in Lexington. This non-profit organization focuses on ensuring low-income, vulnerable, and homeless individuals in Lexington have the means to obtain and maintain a safe-working bicycle for transportation, regardless of their means to pay.

Participated as Board Chair for the Federated Transportation Services of the Bluegrass, the Medicaid transportation provider for the Lexington Area.

Continued to serve as a member and Secretary to the LFUCG Commission for Citizens with Disabilities.

Met with Lexpark and members of the Commission for People with Disabilities to continue a project to evaluate, improve, and increase accessible parking availability in the downtown area.

Distributed the KYTC Statewide Long-Range Transportation Plan public input English and Spanish surveys via digital sources, community-based locations, and collected 150 in-person surveys at the LexTran Transit Center to increase participation by low-income, minority, and LEP individuals. The KYTC recognized the MPO for these efforts.

Ran 30-second radio spot on RadioLex and Radio Vida in English and Spanish encouraging slow speeds in local school zones.

Ran 30-second radio spot on RadioLex and Radio Vida in English and Spanish on safe walking, biking, and scooting.

Ran "Envirominute" public service announcements to promote Complete Street principles in both English and Spanish.

Distributed Safe Streets kits (~ 75 kits) at Gainesway Adopt-a-Park event (lower income, diverse neighborhood).



Tabled at St. Martin's Village Neighborhood Association resource fair – talked about multi-modal safety to ~60 attendees, gave away 40 'Slow Down' yard signs (lower income, diverse neighborhood).

Handed out 100+ Safe Streets kits and tabled about multi-modal safety at WayPoint Community Resource Fair, 100+ interactions. WayPoint provides programming to people living in underserved neighborhoods and communities of color.

Hosted the “Glow Ride” family event in a diverse, low-income neighborhood. The event attracted 150-200 attendees, many of them young or relatively new to biking. Passed out reflective gear, talked about visibility and safety at night, and organized a resource fair with other multi-modal transportation-focused partners that distributed information to participants at the event.

Applied for and received grant funds for a city bike library and to host youth bike clubs at community centers, located in lower income neighborhoods throughout Lexington.

Participated in the Community Health Improvement Project (CHIP) hosted by the Lexington Health Department to develop a strategic plan for improving health outcomes in Fayette County, with an emphasis on disadvantaged communities.

The MPO reviewed all City of Lexington development plan submittals and advised on ADA circulation issues and potential improvements to transit and bicycle facilities.

## **LOUISVILLE MPO**

KIPDA continued to build upon the Online Resource Center (ORC), which provides extensive project and transportation-related data for partners and the public. Improvements included updating and adding data layers and accessibility enhancements such as being able to view multiple layers simultaneously across different topics. The ORC includes mapping of Environmental Justice boundaries and other related socio-economic data. Online Resource Center ([arcgis.com](http://arcgis.com))

The Environmental Justice Resource Guide was updated in January of 2022. The Environmental Justice Areas were updated to reflect new data using Census tracts vs block groups. The Resource Guide can be found at: <https://www.kipda.org/transportation/major-functions/environmental-justice/>.

The MPO’s Environmental Justice Areas are mapped in the KIPDA Online Resource Center’s Demographics Bullet and are also included in the Project Application Assistant and ePIF as a question for all new projects proposed for the MTP.

KIPDA maintained a Title VI plan, approved by the Board of Directors.

An Active Transportation Plan (ATP) continued to be developed by the MPO to improve

transportation for all users.

Staff maintains American Community Survey (ACS) data and ArcMap census boundary shape files to provide to LPAs for their EJ/Title VI/ADA/LEP and public involvement efforts.

Staff updated forms, documents, and procedures to ensure compliance with Title VI directives, including required Non-Discrimination and Title VI Assurances.

Google Translate (90 languages) is available at <http://www.connectingkentuckiana.com/plan/> and [www.kipda.org](http://www.kipda.org) is provided in English and Spanish.

KIPDA's maintains an Affirmative Action Plan; an update is underway. According to federal affirmative action regulations, KIPDA must set goals for hiring women and minorities in job groups where it has identified underutilization. The goal is a percentage that matches the rate of availability and is a target to measure the overall effectiveness of the Affirmative Action Plan. Based on Census Data and current employment figures,

KIPDA's current Affirmative Action Plan establishes minorities and women employment goals of 20.45% and 51%, respectively.

Affirmative Action Goals for the current year were as follows:

- Broaden recruitment notices to include community organizations likely to refer minorities;
- Advertise position vacancies in minority media;
- Identify other means to strengthen recruitment and retention of women and minorities;
- Work with management to identify potential, existing minority employees who are engaged, interested in career growth and leadership opportunities.
- Goal development is underway for the updated plan.

Due to the global COVID-19 pandemic, meetings were held in a hybrid format in FY 22. The MPO used Zoom Webinar, which allowed members of the public to participate in the same platform. Meetings were also streamed live on YouTube and remain on KIPDA's YouTube channel.

Meetings were advertised at least one week in advance (including meeting materials) and members of the public were provided the opportunity to comment in advance or live during the meetings.

Social Media campaigns used paid targeted advertising to environmental justice areas to increase awareness and ensure outreach. Staff sent information and outreach on the Kentucky Highway Plan to KIPDA regional senior centers. Staff updated the Public Participation Plan in February of 2022.

Outreach efforts included:

- Using paid social media advertising to target Environmental Justice areas.

- Producing videos for social media for the non-literate.
- Producing non-English fliers for distribution.

Advertisements were placed in newspapers and social media for proposed Amendments 4, 5, & 6 of the Metropolitan Transportation Plan and FY 2020-2025 Transportation Improvement Program. A dedicated webpage was created for each where members of the public could comment, and a virtual public meeting was held for each.

Staff has continued to engage with several key groups serving the underserved population with follow-ups to the MTP and continued dialogue within education of transportation planning.

Staff presented to the following groups for education and outreach for the current update to our Metropolitan Transportation Plan:

- One West
- The Rubbertown Community Advisory Council Participated in California Neighborhood Day.
- Participated in the Goodwill of Kentucky's Fall Festival.
- Participate in the University of Louisville's Sustainability Day.
- Presented to the Supports for Community Living Coalition
- Held a public open house at the Thrive Center. The Thrive Center was established to spotlight innovation and promote healthy aging.
- Participated in Louisville Metro Community Engagement Workgroup meetings.
- Staff actively participated in Age-Friendly Louisville meetings. Age-Friendly Louisville is committed to making Louisville a place where people of all ages can be engaged and be active members of the community.
- Staff participated in Louisville Health Advisory Board's Community of Coordination of Care Meetings. Louisville Health Advisory Board's Community of Coordination of Care is made up of representatives from all parts of the community to collectively create positive change than enables the community to enjoy more healthy days.

KIPDA disseminated a Title VI Training which includes a Title VI training video to all KIPDA employees: <https://www.youtube.com/watch?v=NIGQe15IZlo>

## **OWENSBORO MPO**

To continue supporting public involvement and participation in FY 2022, the Owensboro-Daviess County MPO has performed these tasks:

Completed the annual update of the MPO's Title VI plan and submitted it to the KYTC Office for Civil Rights for review. The revised document was submitted to the Green River Area Development District (GRADD) board for approval on June 15, 2022. The approved document was sent to the KYTC Office for Civil Rights and posted to the GRADD/MPO website. Facilitated Title VI Compliance training for the GRADD staff in March 2022. Staff members discussed Title VI and watched the Department of Justice Title VI Compliance training video. Staff members not in attendance were required to watch the video and sign a document stating they had done so.

Launched a Facebook Page for the MPO and began livestreaming MPO meetings on the page.  
Represented the MPO in media interviews related to the Outer Loop Feasibility Study.

Complied with an Open Records request related to the Outer Loop Feasibility Study. The request sought all communication between GRADD Executive Director Joanna Shake, MPO Coordinator Tom Lovett, GRADD Executive Assistant Kim Wells, and 20 individuals or organizations. The requested all communications between those individuals/groups from January 1, 2020, to August 19, 2021, that contained the words “Outer Loop.” The MPO provided 544 documents (2,281 pages).

Complied with an Open Records request related to the Fairview Drive Extension Project. The request sought all communications between the MPO and Owensboro City Manager Nate Pagan and Daviess County Public Schools Superintendent Matt Robbins from August 18, 2018, to October 1, 2020. The MPO provided four documents (87 pages).

The GRADD and MPO websites can be translated into Spanish by clicking one button.

Secured services of translators to translate essential documents into Spanish and Karen (a Burmese dialect) to comply with the Safe Harbor provisions of Title VI.

Advertised public meetings in local newspapers of the largest circulation per county, on the GRADD website and Facebook page and by email.

Worked with local officials to apply for a Recreational Trails Program (RTP) grant to improve pedestrian connections in the GRADD area.

## **BARREN RIVER AREA DEVELOPMENT DISTRICT(BRADD)**

During November 2021 - Transportation Planner Nate Heisler, BRADD Assistant Executive Director Caleb Speck, and BRADD Executive Director Eric Sexton met together to review BRADD’s compliance with Title VI. No additional corrections were made.

### **Public Involvement**

Governor’s Local Issues Conference August 26, 2021

Regional Transportation Committee Meeting Dates:

- September 16, 2021
- December 1, 2021
- February 10, 2022
- March 2, 2022
- June 1, 2022

## **BLUEGRASS AREA DEVELOPMENT DISTRICT (BGADD)**

The following is a list of Title VI Accomplishments completed in FY 22 as part of the Annual Work Program and BGADD Title VI efforts:

- BGADD Staff updated the Title VI Plan, sent the updated plan to Mikeal Watson and Tiffany Squire for approval, and posted the plan to BGADD webpage in April 2022.
- BGADD Staff coordinated with the Department of Homeland Security throughout Fall/Winter 2021 for the inclusion of “I Speak” language identification cards into the Title VI Plan and BGADD’s programs and services.
- BGADD Transportation Planner attended an all-staff Title VI Training in October 2021.
- BGADD Transportation Planner conducted an all-staff Title VI Training, that included information on how to use the new “I Speak” language identification cards in October 2021.
- BGADD Transportation Planner led a Title VI walkthrough with Tiffany Squire and Mikeal Watson in February 2022.

## **BIG SANDY AREA DEVELOPMENT DISTRICT (BSADD)**

Staff assisted the Big Sandy ADD in reviewing and updating resources for Limited English Proficiency (LEP) populations for use in their offices and public meetings.

Staff analyzed the annual dissemination of US Census 5-Year American Community Survey data and produced maps to assist in planning and outreach related to Title VI and Environmental Justice needs for the entire region. These resources were shared with all units of local government in the region.

Joe Jacobs attended Pikeville SPAN Pedestrian Plan Kickoff Meeting – July 8, 2021.

Jacob Anderson assisted KYTC in public outreach and data collection regarding the Long-Range Statewide Transportation Plan (October 29 – November 19, 2021).

## **BUFFALO TRACE AREA DEVELOPMENT DISTRICT (BTADD)**

BTADD Staff analyzed the annual dissemination of US Census 5-Year American Community Survey Data and produced maps to assist in the planning and outreach related to Title VI and Environmental Justice needs for the entire region.

BTADD Staff assisted in reviewing and updating resources for Limited English Proficiency (LEP) populations for use in their offices and public meetings.

BTADD staff updated the BTADD Public Involvement Plan and posted the plan on the BTADD website.

BTADD staff updated forms, documents and procedures to ensure compliance with Title VI directives, including required non-discrimination and Title VI Assurances.

Google Translate (90 languages) is available on the BTADD website.

BTADD Board of Directors approved the Title VI Policy and Title VI Assurances at their meeting on August 17. The document was posted to the BTADD website.

BTADD staff updated the BTADD ADD Bike and Pedestrian Inventory for the BTADD region.

BTADD staff presented information to and received information from older adults in the 5 county senior centers.

## **CUMBERLAND VALLEY AREA DEVELOPMENT DISTRICT (CVADD)**

Cumberland Valley Area Development District (CVADD) staff performed, developed, completed, or attended the following:

- Collect pedestrian and bicycle facilities (sidewalks, crosswalks, bike lanes, pedestrian bridges, etc.) adjacent to all state-maintained roads per county, as well as city and county streets within the city limits in eight counties. This information is used to assist KYTC in prioritizing projects for the Americans with Disabilities Act (ADA) Transition Plans. This data is now available via KYTC Data Mart for public use.
- Public participation efforts include advertisement in local newspapers of the largest circulation per county, postings on the CVADD website and Facebook page, and email distribution to partners.
- Worked with local officials to apply for the Transportation Alternative Program (TAP) Grant, as well as Recreational Trails Program (RTP) Grants to improve pedestrian connections in the CVADD area.
- Collect Census Data and American Community Survey Data to analyze demographics and population change in the CVADD area. Staff analyzed areas not served by public transit, as well as areas lacking safe pedestrian and cycling facilities.
- The Title VI Plan and Limited English Proficiency (LEP) Plan were reviewed by KYTC Office of Civil Rights and Small Business Development staff. They were then presented during the December 2021 CVADD Board of Directors meeting. CVADD Board of Directors approved and adopted both plans at that meeting.
- The CVADD's Title VI Complaint Procedures and Form were updated should a

complaint ever arise.

- The CVADD website was updated with the revised Title VI, LEP, and ADA plans, procedures, and forms. A brochure was revised and placed on the website, as well as hard copies printed for availability in the office.
- All CVADD Staff and the Board of Directors received training and a copy of the Title VI Plan in December 2021.
- All published legal notifications were placed on the CVADD website where they can choose the Google translation function to facilitate their language needs. Additionally, documents will be provided, upon request, in Spanish or other languages.
- CVADD Staff attend the Statewide Planning Meetings presented by KY Transportation Cabinet, as well as meetings with KY Public Transit Association.
- CVADD Staff participated in Leadership Kentucky's BRIGHT KY program that focused on improving the Appalachian region of Kentucky with five in-depth training sessions in 2021.

CVADD Staff have completed the following Webinars & Training:

Environmental Justice from FHWA

Title VI Training from KYTC

CVADD Staff have attended the following conferences:

Shaping Our Appalachian Region (SOAR) Conference in Pikeville, KY

Kentuckians for Better Transportation Conference in Lexington, KY

Kentucky Public Transit Association Conference in Lexington, KY

Assist the following cities on their Bicycle & Pedestrian Master Plan and/or Feasibility Study:

City of Corbin Bicycle & Pedestrian Feasibility Study:

City of Manchester Bicycle & Pedestrian Feasibility Study

City of McKee Bicycle & Pedestrian Master Plan

City of Mt. Vernon Bicycle & Pedestrian Master Plan

CVADD Staff attended, provided road project updates, and received input at the following public meetings:

- Laurel County Chamber of Commerce
- Southern Kentucky Chamber of Commerce
- Rockcastle County Chamber of Commerce
- London Rotary Club
- Corbin Rotary Club

CVADD updated their Comprehensive Economic Development Strategy (CEDS) Plan and recommend projects that help local needs.

CVADD Staff maintains American Community Survey (ACS) data and ArcMap census boundary shape files to provide to counties and cities for their EJ/Title VI/ADA/LEP and public involvement efforts.

CVADD Staff provided technical assistance to area public transportation providers, including Rural Transit Enterprises Coordinated (RTEC), Daniel Boone Community Action Agency, Sandy Valley Transportation, and Harlan County Community Action Agency. These providers assist in transportation needs in the community, especially those with low-income, minorities, and aging population.

CVADD Staff updated and published the annual CVADD Public Involvement Plan on the CVADD website.

CVADD Staff attend the KY Public Transit Association Board of Directors Meetings.

CVADD Staff attend RTEC Board of Directors Meetings.

CVADD Staff attended Bike Walk Kentucky Board of Directors Meetings.

### **FIVCO AREA DEVELOPMENT DISTRICT (FIVCO)**

FIVCO staff is currently updating the FIVCO socioeconomic data plan, due by June 30, 2022. Maps were produced for transportation planning and to conduct more effective outreach.

FIVCO staff updated the FIVCO ADD public involvement plan and posted the plan on the FIVCO website.

FIVCO staff updated the plan itself, forms, documents, and procedures to ensure compliance with Title VI. Updated training was completed and documented with each FIVCO employee in every department.

FIVCO staff placed easily seen language identification cards on each floor of our office and updated labor laws posters also placed on each floor and easily seen.

Google Translate is made available on the FIVCO website.

FIVCO staff updated the FIVCO Bike and Pedestrian Inventory for the FIVCO region.

FIVCO staff attend the KYOVA MPO meetings virtually.

### **GREEN RIVER AREA DEVELOPMENT DISTRICT (GRADD)**

Updated the GRADD Socioeconomic Data Plan.



All New hires at GRADD go through Title VI training.

Staff updated and published the annual Public Involvement Plan on the GRADD Regional Transportation Planning webpage and utilized social media to share information about transportation planning and activities impacting the region.

GRADD updated the Title VI Plan.

GRADD held staff training on Title VI Awareness – February 7, 2022.

#### Gateway Area Development District (GWADD)

Completed updates to Public Involvement Plan which includes a specific component to identify and focus on methods to address the needs of the traditionally underserved populations. The plan identifies resources and/or methods to reach these groups and provide opportunity for all population groups to present their transportation needs. The Public Involvement Plan is posted to the agency website.

Submitted Title VI Policy & Procedure Plan (utilizing guidance provided by KYTC Office for Civil Rights & Small Business Development).

Submitted Comprehensive Plans Inventory for the Gateway Region to the Department of Transportation.

In the process of completing updates to socioeconomic data for the region utilizing Kentucky State Data Center census information along with data collected by the Kentucky River ADD from the Kentucky State Data Center. Profiles will be presented during the Regional Transportation Committee Meeting through a Gateway Area ADD created dashboard.

All public notices are published in the region's most widely circulated newspaper and posted to the agency webpage.

Completed review of Kentucky Enacted Highway Plan from SHIFT 2022 for the Gateway Region by meeting with local government and representatives of the Regional Transportation Committee. Transportation Projects for each county were reviewed, verifying with local officials that the County and Cities of said County still have the same priority projects. Also met with KYTC representatives to discuss regional and statewide priorities during local official meetings.

Gateway posted social media notifications, sent out a newsletter, and contacted the Regional

Transportation Committee, and announced during the Gateway Area Development District Board of Directors Meeting, the need for completion of the Long-Range Statewide Transportation Plan Survey.

Completed Truck Parking Inventory Updates, NHS intermodal Connector Review, Local/Bicycle

Pedestrian Plan Updates, and Kentucky Highway Freight Network Update.

Completed review, mapping and selection of local champion, Judge-Executive Rick Stiltner for the Red River Gorge Scenic Byway in Menifee County.

Completed the Socioeconomic Study for KY 36 Corridor (I-64 to KY965/Hart Pike).

Assisted the Montgomery County Fiscal Court and Mt. Sterling in EDA Grant funding. Multiple meetings were also conducted with the Mt. Sterling Industrial Authority.

Assisted the City of Camargo with applying for Recreational Trails Program Grant for the Camargo Park Trail Improvement Project.

Assisted Montgomery County Fiscal Court with applying for a Recreational Trails Program Grant for the Montgomery County Trailhead Improvement Project.

Assisted Bath County Fiscal Court with applying for a Recreational Trails Program Grant for the Tater Knob Fires Tower Improvement Project.

Assisted Menifee County Fiscal Court with applying for a Recreational Trails Program Grant for the Equestrian Trail Project.

Assisted the City of Mt. Sterling with the development and implementation of their Comprehensive Plan.

Assisted the City of Mt. Sterling with their TAP Project: Transportation and Revitalization Phase III.

Assisted the City of Camargo with their TAP Project: McCormick Road Sidewalk Project.

Assisted the City of Salt Lick with their TAP Project: Valero Sidewalk Project.

Title VI issues and/or Transportation Planning were addressed at the following: GWADD Board of Directors Meeting:

- 07/27/2021, 09/28/2021, 10/26/2021, 11/30/2021, 01/25/2022, 03/29/2022, 04/26/2022
- City of Morehead Council Meeting TAP 07/12/2022, 09/29/2021, 10/12/2021
- City of Sharpsburg Council Meeting Sidewalk Plan: 03/22/2022
- City of Mt Sterling TAP: 08/23/2021
- City of Camargo TAP: 09/02/2021
- City of Sharpsburg TAP Meeting: 03/22/2022
- City of Salk Lick TAP Meeting: 09/15/2021
- 911 Services Board Meeting: 03/15/2022

Enacted Highway Plan and Local Project Review:

- KYTC District 9, Bath County, City of Owingsville, City of Sharpsburg, City of Salt Lick: 05/16/2022
- KYTC District 9, Rowan County, City of Morehead, City of Lakeview Heights: 05/20/2022
- KYTC District 10, Menifee County, City of Frenchburg: 05/25/2022
- KYTC District 10, Morgan County, City of West Liberty: 05/25/2022
- KYTC District 7, Montgomery County, City of Mt Sterling, City of Jeffersonville, City of Camargo: 05/27/2022

KYTC Centerline Review and Bike/Ped Review:

- KYTC District 9, Bath County, City of Owingsville, City of Sharpsburg, City of Salt Lick: 05/16/2022
- KYTC District 9, Rowan County, City of Morehead, City of Lakeview Heights: 05/20/2022
- KYTC District 10, Menifee County, City of Frenchburg: 05/25/2022
- KYTC District 10, Morgan County, City of West Liberty: 05/25/2022
- KYTC District 7, Montgomery County, City of Mt Sterling, City of Jeffersonville, City of Camargo: 05/27/2022

**KENTUCKY RIVER AREA DEVELOPMENT DISTRICT (KRADD)**

Due to COVID-19 Pandemic precautions and restrictions, meetings were often held virtually, and limited events were held.

A flyer was developed for the Community and Economic Development Department that included information about the Regional Transportation Planning Program. Over 900 flyers were printed and provided to the KRADD Aging Department for events scheduled in the third and fourth quarters.

Transportation Planning was presented at the following meetings/events:

- Transportation Planners from KRADD and Barren River ADD presented at the Governor's Local Issues Conference held in Louisville from August 25 – 27, 2021.
- First Annual Appalachian Collaborative held at SmileFaith Appalachia in Jenkins on October 29.
- KRADD Monthly Board of Directors Meetings held virtually and broadcasted live on the KRADD Facebook page – July through June.
- Jenkins Monthly City Council Meeting held virtually/in-person and broadcasted on local television – July through June.
- Letcher County Monthly Fiscal Court Meeting held in-person and broadcasted on local television – July through June.
- First Frontier Trail Authority Monthly Meetings held in-person throughout southeastern Kentucky – June through July.
- Appalachian Regional Commission Network Appalachia Advisory Group Meeting in Chattanooga, TN – May 17-18, 2022.

The KRADD Priorities Booklet provided to legislators was updated.

Staff assisted the Kentucky River ADD in reviewing and updating resources for Limited English Proficiency (LEP) populations for use in their offices and public meetings.

Staff analyzed the annual dissemination of US Census 5-Year American Community Survey data and produced maps to assist in planning and outreach related to Title VI and Environmental Justice needs for the entire region. These resources were shared with all units of local government in the region.

Staff updated and published the annual Public Involvement Plan on the regional transportation planning webpage and utilized social media to share information about transportation planning and activities impacting the region.

Staff updated the Transportation Planning information in the KRADD Comprehensive Economic Development Strategy Report and FY 2021 Annual Report.

Staff assisted the Jenkins City Council and the Jackson City Council with updating their Title VI Plan.

### **KIPDA AREA DEVELOPMENT DISTRICT (KIPDA ADD)**

KIPDA staff presented on the Kentucky Highway Plan and the KIPDA Coordinated Human Service Transportation Plan to older adults at the Shelby County Senior Center. A copy of the Coordinated Plan was provided to the Senior Center on April 18, 2022.

KIPDA staff presented on the Kentucky Highway Plan and the KIPDA Coordinated Human Service Transportation Plan to older adults at the Spencer County Senior Center. A copy of the Coordinated Plan was provided to the Senior Center on April 26, 2022.

KIPDA Staff updated the KIPDA Socioeconomic Data Plan. Using the 2020 US Census American Community Survey 5-Year Data, maps were produced for transportation planning and outreach affecting Environmental Justice areas in the KIPDA region.

KIPDA staff updated the KIPDA ADD Public Involvement Plan and posted the plan on the KIPDA website.

KIPDA staff updated and collected (sidewalks, crosswalks, multi-use paths, bike lanes, and pedestrian bridges) for the KIPDA ADD Bike and Pedestrian Inventory in the KIPDA ADD region.

KIPDA staff continues to work with local officials to apply for Transportation Alternative grants to improve pedestrians' connections in the KIPDA ADD region.

KIPDA Staff attended and participated in Age Friendly Louisville Mobility and Accessibly work group Zoom meeting through June 2021 through May 2022. Age-Friendly Louisville is committed to making Louisville a place where people of all ages can be engaged and be active members of

the community. KIPDA staff presented on the Active Transportation Plan and participated in Complete Streets Louisville meetings.

KIPDA staff attended the Title VI Training provided by Vincent Thomas at the Statewide Transportation Planners meeting on October 20, 2021.

KIPDA staff allowed for public comment during all virtual Regional Transportation Council meetings and when applicable streamed meetings on Facebook live. Recordings of the meetings are also available to view at least 24 hours after the meeting's conclusion on KIPDA's Youtube channel.

Staff updated forms, documents, and procedures to ensure compliance with Title VI directives, including required Non-Discrimination and Title VI Assurances.

Google Translate (90 languages) is made available on <http://www.connectingkentuckiana.com/plan/> and [www.kipda.org](http://www.kipda.org) is provided in English and Spanish.

KIPDA disseminated a Title VI Training PowerPoint Presentation which includes a Title VI training video to all KIPDA employees: <https://www.youtube.com/watch?v=NIGQe15IZlo>.

#### **AFFIRMATIVE ACTION PLAN**

KIPDA's maintains an Affirmative Action Plan which was last updated and approved by its Board of Directors on April 25, 2019.

According to federal affirmative action regulations, KIPDA must set goals for hiring women and minorities in job groups where it has identified underutilization. The goal is a percentage that matches the rate of availability and is a target to measure the overall effectiveness of the Affirmative Action Plan. Based on Census Data and current employment figures, KIPDA's Affirmative Action Plan establishes minorities and women employment goals of 20.45% and 51%, respectively.

Affirmative Action Goals for the coming year include:

- recruitment notices to include community organizations likely to refer minorities. Advertise position vacancies in minority media.
- Identify other means to strengthen recruitment and retention of women and minorities.
- Work with management to identify potential, existing minority employees who are engaged, interested in career growth and leadership opportunities.

#### **LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT (LCADD)**

The following document contains contacts to reach the underserved citizens within the Lake

Cumberland Area Development District. These underserved persons may include low-income, disabled, minorities, elderly, and low literacy. Efforts are made to include individuals from these groups into the membership of LCADD Regional Transportation Committee.

Staff assisted the Lake Cumberland ADD in reviewing and updating resources for Limited English Proficiency (LEP) populations for use in their offices and public meetings.

Staff analyzed the annual dissemination of US Census 5-Year American Community Survey data and produced maps to assist in planning and outreach related to Title VI and Environmental Justice needs for the entire region. These resources were shared with all units of local government in the region.

Staff updated and published the annual Public Involvement Plan on the regional transportation planning webpage and utilized social media to share information about transportation planning and activities impacting the region.

Presented to the local officials of Adair County about the Lake Cumberland ADD Regional Transportation Planning Program and local transportation resources and activities.

Presented to the local officials of Pulaski County about the Lake Cumberland ADD Regional Transportation Planning Program and local transportation resources and activities.

Staff attended the Title VI Training during the October 2021 Statewide Transportation Planning Meeting.

Staff reviewed and updated the Title VI Program Plan for Lake Cumberland Area Development District offices, as well as for the City of Columbia. Information updated included data regarding population, poverty, and ethnic demographics provided by the ACS (American Community Survey) of the U.S. Census Bureau. This information will be published to the LCADD website for public viewing.

## **LINCOLN TRAIL AREA DEVELOPMENT DISTRICT (LTADD)**

LTADD staff updated and published the Public Involvement Plan on the ltadd.org website.

Staff analyzed the annual dissemination of US Census 5-Year American Community Survey data and produced maps to assist in planning and outreach related to Title VI and Environmental Justice needs for the region.

LTADD Staff updated forms, documents, and procedures to ensure compliance with Title VI directives. LTADD Staff received Title VI training at the May 2022 All Staff Meeting at LTADD. Transportation Planner received Title VI training at the quarterly STP meeting (October 20, 2021). Staff ensured Title VI brochures remained in the waiting area of the LTADD office for visitors.

Staff disseminated LRSTP survey documents to senior centers, libraries, and schools throughout

the LTADD.

Transportation Planner will be asking our Title VI officer to encourage the IT department to add Google Translate on the LTADD webpage so that non-English-speaking residents can access information.

### **NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT (NKADD)**

NKADD staff updated the NKADD Socioeconomic Data Plan. Using the KSDC census 2020 ACS 5-year data to update the county maps at the Block Group Level for Environmental Justice populations.

NKADD staff updated the Bike and Pedestrian Inventory for the NKADD region and provided quality control for an inventory for the Kentucky Transportation Cabinet.

NKADD staff completed the annual Campbell County Housing Authority Utility Allowance. This assists Campbell County in determining rate adjustments for utilities to low-income housing.

NKADD staff attended the SNK/TA workshop at OKI. This workshop is meant to assist agencies in the best ways to apply for the SNK/TA grants that are offered through OKI regional council of governments.

NKADD staff attended the 6-80/105 Scoping and Team virtual Meetings.

NKADD staff completed the Walton Area Congestion Relief Socioeconomic Study.

NKADD staff attended the Turkeyfoot Road North and Turkeyfoot Road South working group Workshop. NKADD Staff attended the Kentucky Route 9 Study Team Meeting.

NKADD Staff attended the Kentucky State Data Center Affiliate Meeting. NKADD Staff attended the Basics of finding Census Data Webinar.

NKADD staff updated and published the annual Public Involvement Plan on the regional transportation planning webpage and utilized social media to share information about transportation planning and activities impacting the region.

NKADD staff updated forms, documents and procedures to ensure compliance with Title VI directives, including required non-discrimination and Title VI Assurances.

The NKADD Board of Directors approved a Title VI Policy and Title VI Assurances. The documents were signed by NKADD Executive Director Lisa Cooper and are posted on the NKADD website.

### **PENNYRILE AREA DEVELOPMENT DISTRICT (PADD)**

The Pennyrile ADD staff distributed information and outreach on the proposed Kentucky Highway Plan to contacts throughout the Pennyrile Region in January 2022.

Transportation Planning was also presented at the following meetings and events:

- Regional Transportation Committee meeting on August 18, 2021
- Regional Transportation Committee meeting on April 11, 2022
- JLUS Meeting on May 9, 2022
- PADD Board Meeting on November 8, 2021

PeADD Staff is working on updates to the Socioeconomic Data Plan. Using the 2020 US Census Data, Maps will be produced for transportation planning and to conduct more effective outreach in Environmental Justice areas in the PeADD Region.

PeADD Staff updated the PeADD Bike and Pedestrian Inventory for the region to provide quality control for inventory conducted by the Kentucky Transportation Center on behalf of KYTC.

PeADD Staff reviewed and updated as needed the forms, documents, and procedures to ensure compliance with Title VI directives, including requiring non-discrimination and title VI Assurances.

Google Translate (90 Languages) is made available on the PeADD Web Site.

PeADD staff updated the PeADD ADD Public Involvement Plan and posted the plan on the PeADD website.

PeADD staff attended the Title VI Training provided at the PeADD on November 8, 2021.

Regional Transportation Planner attended “Creating Transportation Equity from the Ground Up” offered by the Maryland Department of Planning as a part of the Smart Growth Network on Wednesday, April 27, 2022. Alison Sant, author of From the Ground Up: Local Efforts to Create Resilient Cities, Tracey Capers of the Bedford Stuyvesant Restoration Corporation in New York City, and Ashwat Narayanan of Our Streets Minneapolis identify how to serve under-resourced communities through investments in walking, cycling, and public transportation.

Regional Transportation Planner attended “National Models and Methods for Achieving Equitable Development,” offered by the Maryland Department of Planning as a part of the Smart Growth Network on February 18, 2022. Community organizers across the Southeast are using national models and methods to improve the quality of life in underserved neighborhoods while also building the capacity of community non-profits and measuring the social impacts of their work.

## **PURCHASE AREA DEVELOPMENT DISTRICT (PUADD)**



Revised PUADD Title VI plan based on OCRSBD (Office for Civil Rights & Small Business Development) comments and sent to OCRSBD for review.

Reviewed comments and recommended changes from OCRSBD to the PUADD Title VI plan.

Put Title VI plan in board meeting information packet for review and voted by the PUADD Board of Directors. PUADD Board of Directors voted to approve the Title VI plan for FY21.

Sent approved PUADD Title VI plan to KYTC's OCRSBD. Posted approved PUADD Title VI plan to website.

Completed updates to Public Involvement Plan which includes a specific component to identify and focus on methods to address the needs of the traditionally underserved populations. The plan identifies resources and/or methods to reach these groups and provides opportunity for all population groups to present their transportation needs. The Public Involvement Plan is posted to the agency website.

Notified all eligible agencies under the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding cycles were open. An applicant workshop was also conducted to assist potential applicants. Staff assisted one local agency with application completion, public coordination meeting and application submission.

Completed the Coordinated Public Transit-Human Service Plan. The process included a public coordination meeting and public survey to gather feedback that will assist the three local area transits with recommendations to better serve disadvantaged populations.

Completed updates to socioeconomic data for the region utilizing Kentucky State Data Center census information along with the 2019 American Community Survey 5-Year Estimates to identify potential Environmental Justice populations.

Google Translate (now 133 languages) is available on the PUADD website.

All meeting notices are provided to local media outlets for publication and posted to the agency web page.

All public notices are published in the region's most widely circulated newspaper and posted to the agency web page.

Started the process of updating the next Public Involvement Plan. All PUADD employees completed Title VI refresher training.

Transportation planner completed annual Title VI training during October 2021 statewide transportation planning meeting.

The Division actively discusses Title VI concerns and challenges with the ADD, MPO, and HDO

Planning staff at quarterly Statewide Transportation Planning (STP) meetings.

The ADDs, MPOs, and HDOs continue working to identify and correct deficiencies in the public involvement process, the membership of the Transportation Committees, and public outreach programs. The MPOs and ADDs are required to collect, update, and analyze the socioeconomic data for their area regularly, to develop public involvement and/or participation plans, and attempt to broaden committee membership as appropriate. The MPOs and ADDs prepare quarterly or monthly progress reports to document all public outreach activities. The MPOs and ADDs have also developed committee bylaws, which include specific committee membership requirements in an attempt to develop broad-based membership and input.

Information concerning the committee membership demographics and public meetings held by the MPOs and ADDs are available for review in the Division of Planning and the Office for Civil Rights and Small Business Development.

The Division conducted three public meetings and 11 local official and stakeholder meetings during this reporting period. Most in-person meetings had a virtual option for those who wished to attend remotely. Additionally, six web-based virtual public outreach periods were held. Demographic data of those attending the meetings were not tracked; however, names, and/or other contact information was obtained. The meeting dates and locations are listed below:

- Item No. 07-445, Jessamine-Fayette Connectivity Study in Fayette and Jessamine Counties – Public Meeting, July 2021, East Jessamine Middle School. Web-based virtual public outreach, July and August 2021.
- Item No. 06-464, Northern Kentucky Active Traffic Demand Management Study in Boone, Campbell, and Kenton Counties – Local Officials and Stakeholders Meeting, August 2021, held virtually.
- Item No. 07-104, KY 52 Corridor Study in Boyle and Garrard Counties – Local Officials and Stakeholders Meeting, September 2021, held virtually. Web-based virtual public outreach, October 2021.
- Murray Small Urban Area Study in Calloway County – Local Officials and Stakeholders Meeting, September 2021, held virtually. Web-based virtual public outreach, October 2021.
- KY 32 Corridor Study in Rowan County – Local Officials and Stakeholders Meeting, November 2021, MCTC Rowan Campus with virtual option. Web-based virtual public outreach, November 2021.
- Item No. 09-80101, KY 36 Corridor Study in Bath County – Local Officials and Stakeholders Meeting, December 2021, held virtually.
- US 25 Corridor Study in Rockcastle County – Local Officials and Stakeholders Meeting, December 2021, Kentucky Music Hall of Fame with virtual option. Local Officials and Stakeholders Meeting, June 2022, Kentucky Music Hall of Fame with

virtual option.

- Item No. 04-80153, East Lebanon Connectivity Study in Marion County – Public Meeting, December 2021, Lebanon Centre Square. Web-based virtual public outreach, December 2021. Local Officials and Stakeholders Meeting, April 2022, Lebanon City Hall. Public Meeting, April 2022, Lebanon Centre Square. Web-based virtual public outreach, April 2022.
- Item No. 08-80105, KY 90 Corridor Study in Wayne County – Local Officials and Stakeholders Meeting, January 2022, held virtually.
- Red River Gorge Planning Study in Menifee, Powell, and Wolfe Counties – Local Officials and Stakeholders Meeting, March 2022, KYTC District 10 with virtual option.
- Item No. 08-80104, KY 90 Corridor Study in Pulaski County – Local Officials and Stakeholders Meeting, May 2022, KYTC District 8 with virtual option.
- The Division of Planning advertised for consultant services on one individual project this fiscal year. Item Nos. 06-80 and 06-105, Walton Area Congestion Relief Study in Boone County.
- Five preliminary Socioeconomic Reports were conducted on planning and corridor studies this past fiscal year. The purposes of these reports were to identify potential minority, low-income, or other traditionally underserved populations in project areas. Those studies with Environmental Justice Reports are shown below: US 25 Corridor Study in Rockcastle County.
- Item No. 09-80101, KY 36 Corridor Study in Bath County. Item No. 08-80105, KY 90 Corridor Study in Wayne County.
- Item No. 04-80153, East Lebanon Connectivity Study in Marion County. Red River Gorge Planning Study in Menifee, Powell, and Wolfe Counties. Further Socioeconomic reports will be finalized as projects develop.

## **II. Goal(s)**

Identify training opportunities for ADDs, MPOs, and HDO Planners. This training will be designed to assist the planners in researching, analyzing, and applying the demographic data for their region and in the development of public outreach programs/plans to address Limited English Proficiency (LEP), Title VI, and Environmental Justice (EJ) requirements.

Evaluate ADD and MPO Participation Plans regularly to identify potential areas for improvement.

Continue to emphasize improved outreach techniques, including those that traditionally reach vulnerable populations, making certain that the needs of all segments of society are incorporated into the transportation planning processes. This will occur at the Statewide Planning Meetings held

four times annually with ADD, MPO, and HDO Planning staff. Schedules and agendas for said meetings are provided to the Office for Civil Rights and Small Business Development. Schedules and agendas for said meetings are provided to the Office for Civil Rights and Small Business Development.

### **Division of Professional Services**

<http://transportation.ky.gov/Professional-Services/Pages/default.aspx>

#### **I. Accomplishment(s)**

- A. The Division of Professional Services has selected 129 consultant contracts from 60 advertisements during this reporting period. Eighteen (18) of the advertisements contained a Disadvantaged Business Enterprise (DBE) Participation Plan. DBE Participation accounted for \$2.4 million of the annual \$72 million in federal participation, or approximately 3.3 percent. In order to increase DBE participation, the Division modified its procurement policy in January 2006 to require the inclusion of a DBE. Participation Plan on most federally funded projects. The reporting period for the advertisements was July 2021 through June 2022.
- B. The Division of Professional Services has maintained a current listing of twenty-eight (28) DBE consultants. This listing is appropriately distributed throughout the KYTC and published on the Division of Professional Services' website:  
<https://transportation.ky.gov/ProfessionalServices/Pages/Prequalified-Firms.aspx>
- C. The Division of Professional Services has not received any valid Title VI complaints during this reporting period.
- D. The Division of Professional Services has revised consultant agreements and advertisements to ensure contract Title VI language and a DBE prompt payment clause is included in every contract.
- E. The Division of Professional Services has reviewed compliance procedures with sub-recipients to ensure their awareness and to ensure their responsibility under contract Title VI language is attached to every contract. Met with the American Council of Engineering Companies (ACEC-KY) consultant community and provided information regarding their responsibility to include Title VI language in every contract.
- F. The Division of Professional Services has met with representatives from the Finance Cabinet, Office of Equal Employment Opportunity (EEO)/Contract Compliance to develop procedures pursuant to the Kentucky EEO Act, KRS 45.550 to 45.640. Any contract valued at more than \$500,000 requires EEO approval. We will continue to work with this office to ensure all contracts comply with the Act.

- G. The Division of Professional Services has revised our process to report on actual reported DBE Payment from paid invoices, rather than on fee proposals. This results in true expenditures rather than anticipated services to be provided to ensure that DBE firms are adequately utilized.
- H. The Division of Professional Services attended the Ohio-Kentucky DBE Exchange Kickoff Event to allow certified DBE consultants in Ohio to participate on Kentucky projects, specifically the Brent Spence. Learning on the success of the LSIORB project, we introduced Ohio DBE firms to Kentucky's professional services processes and matched them with prime firms and highlighting successes of Kentucky's DBE firms.
- I. The Division of Professional Services attended the annual Minority Business Expo, attended by 600 business owners. We were matched with professional vendors and provided networking opportunities to increase potential DBE participation.
- J. The Division of Professional Services has attended two separate Title VI Training Seminars focusing on technical aspects and program requirements.
- K. The Division of Professional Services has contacted our DOT peers in surrounding states to expand opportunities to increase DBE participation, resulting in the potential for small set-aside from design jobs to grow fledgling DBE firms. We have also discussed barriers to entry and growth with certified DBE firms with efforts to revise policy and increase participation.
- L. On several occasions, the Division of Professional Services has contacted prime consultants to ensure that payment towards DBE sub-consultants is processed in a timely manner.
- M. The Division frequently meets with new DBE firms in efforts to appropriately connect to KYTC subject matter experts and engage potential prime firms to form partnerships.

## **II. Goals**

- A. To ensure that employees have a Title VI specific orientation regarding their obligations and rights under the law. (Ongoing)
- B. Coordinate with FHWA to identify KYTC's current 11.95% DBE Goal within RFPs. This DBE Participation Plan for engineering services on advertisements for federally funded projects will remain where a qualified pool of DBE firms is available. (Ongoing)
- C. To seek additional opportunities to recruit new DBE consultants, possibly at future Minority Expos, KYTC events, or engineering conferences. (Ongoing)

- D. To meet with DBE firms to encourage opportunities for involvement with KYTC projects and continue their professional development. This is being facilitated by fostering relationships between primes and newer DBE sub-consultants as well as by providing feedback to response to announcements of more experienced firms. (Ongoing)
- E. To inform existing consultants of their roles and responsibilities under DBE and Title VI requirements at project pre-design conferences and scoping meetings. Also, emphasize that they need to adhere to the DBE Participation Plan that was listed in their response to the announcement and utilize their DBE sub-consultants accordingly. (Ongoing)
- F. To continue to seek new opportunities to satisfy our KYTC-wide DBE goal of 11.95%. (Ongoing)
- G. Coordinate with the Office of Civil Rights and Small Business Development, the State Highway Engineer's Office, and peer DOTs to determine opportunities for listing DBE goals on contracts.

#### **Division of Highway Design**

<http://transportation.ky.gov/Highway-Design/Pages/default.aspx>

#### **I. Accomplishment(s)**

During this reporting period, the KYTC Districts reported 20 public meetings/hearings. Public meeting notices were published on the DHD's website: <http://transportation.ky.gov/Highway-Design/Pages/Scheduled-Public-Meetings.aspx>. A description of the public involvement process typically used on highway projects can be found in the DHD's guidance manual, [Public Involvement.pdf \(ky.gov\)](#).

At a minimum, these meetings/hearings were advertised in newspapers with local circulation in relation to the project location. Various forms of media were used to disseminate information to the public. These forums include, but are not limited to, radio spots, letters to property owners, flyers posted in local shopping areas, message boards and project specific webpages. Each project's promotion is handled differently depending on the scope of work and location of project. The KYTC district offices are responsible for providing project information to the residents within their respective districts.

All public meetings/hearings were conducted in a barrier free environment. The local official/stakeholder and any public meeting are being held hybrid – a virtual and in-person option is available. Staff are present in-person, but the virtual option is still there for anyone that doesn't want the face-to-face interaction. For a public meeting, the in-person option should always be available – unless COVID rates increase. The Divisions of Planning, Environmental Analysis, and Highway Design collaborated to develop “KYTC Virtual Public Meeting Guidance” to assist the District's with the planning and development of virtual public involvement.

## **II. Goal(s)**

- A. The Highway Department is looking to improve our participation, especially from the younger demographic.
- B. The Public Involvement outreach for highway projects is geographical and is project-dependent. In project areas where there is a known population on non-English speaking individuals, efforts are made to provide them with project information in their language and, if requested, an interpreter provided to gain their input.

### **Division of Environmental Analysis**

<http://transportation.ky.gov/Environmental-Analysis/Pages/default.aspx>

## **E. Accomplishment(s)**

- A. Implementation of measures to address community impacts of the Newton Pike Extension Project in Lexington began in 2007, in accordance with mitigation provisions included in the Record of Decision for the project and continues. The infrastructure of the new community that replaces the original is complete except for minor landscaping elements. All residents displaced by the Project have been relocated. Including those who chose to relocate outside of the neighborhood as well as those who chose to live within the newly created neighborhood. All Residents who chose to remain renters in the new neighborhood are now in new rental units. Additionally, rental units are being leased to other low-income qualifying individuals and families from other neighborhoods. Construction of residences for displace residents who will own their homes is complete. One of the homes was built through a pilot program with Habitat for Humanity. The Lexington Community Land Trust is now marketing houses for the remaining lots. All sixteen single-family homeownership units and fourteen affordable rental units within the first phase of the project are now complete and the Lexington Community Land Trust is in the process of developing the next phase of the project which will include additional affordable homeownership and rental units in addition to commercial spaces that will complete the revitalization of the Davis Park community.

## **II. Goal(s)**

- A. Continue efforts to increase the distribution of informational materials targeted toward Limited English Proficiency (LEP) communities, as appropriate to increase the involvement of these audiences in public meetings and hearings, is an ongoing process.

## **Division of Right-Of-Way and Utilities**

<http://transportation.ky.gov/Right-of-Way-and-Utilities/Pages/default.aspx>

### **I. Accomplishment(s)**

- A. The Division of Right of Way disseminates informational brochures to all affected property owners pertaining to the appraisal, acquisition and relocation processes to all affected persons. The brochures are available in both English and Spanish. The Division also can provide an interpreter when needed.
- B. Review and monitor right of way activities to assure compliance with 49 CFR Part 24 on all highway projects requiring right of way.
- C. The Division of Right of Way and Utilities has not received any Title VI complaints during this reporting period.
- D. Reviewed consultant, demolition, grave relocation, and appraisal agreements/contracts to ensure Title VI language is included in all contracts.

### **II. Goal(s)**

- A. Continual revision of the Acquisition Survey Form to capture the Title VI Program documentation.
- B. Seek additional opportunities to recruit new DBE consultants, appraisers and vendors on an ongoing basis.
- C. Continually assist consultants, appraisers and vendors associated with the Division in obtaining DBE certification.
- D. Continually ensure that employees receive appropriate orientation sessions regarding their obligations and rights under Title VI.
- E. Ensure that consultants, appraisers, and vendors are informed of their roles and responsibilities with regard to DBE and Title VI requirements.



## Utilities & Rails Branch

### I. Accomplishment(s)

- A. In budget fiscal year 2021, the Utility and Railroad Coordination Programs wrote and had 646 agreements with a total estimated budget of \$188,838,068 along with an unspecified number of no charge agreements for non-reimbursable work to be performed by Utility companies.
- B. The Railroad Coordination Program developed a Rail Safety Action Plan for Kentucky, which is in compliance with the Federal Railroad Administration.
- C. The Utilities and Rail Branch developed and implemented a Utility Coordination Certification Training Program. This training and subsequent certification is built for Cabinet utility, design, construction and management staff, utility company staff, and consultants.
- D. The Utilities and Rails Branch developed criteria for consultant prequalification in Utility Coordination and Utility Construction inspection. The branch also reviews applicants for prequalification of these categories.
- E. The Utilities and Rain Branch manages a statewide continuing contract for Utility Coordination and Utility Construction inspection.

### II. Goals

- A. The Utilities and Rails Branch is working towards updating sections of the Utilities & Rails Manual by end of calendar year.
- B. The Utilities & Rails Branch is serving on a committee to write the branch software program, KURTS, which will assist with the Utility relocation process.
- C. The Utilities & Rails Branch is working on developing a series of short trainings for implementation, titled the 3WH Series.

## Office of Project Delivery and Preservation

### I. Accomplishment(s)

#### Division of Construction Procurement

<http://transportation.ky.gov/Construction-Procurement/Pages/default.aspx>

- A. 573 Contractor prequalification applications processed during the period, including

renewals, reinstatements, and new applications.

- B. As of June 21, 2022, we have 594 prequalified contractors and 31 prequalified and certified DBE contractors.
- C. The Division oversees the DBE Goal Setting Committee ensuring all Federal-aid projects are reviewed for DBE participation goals prior to advertisement. During this period, DBE goals were established on 185 projects with the average DBE Goal during the period being 11.66%.
- D. The Division reviewed 219 DBE Subcontracts; (Reviewing the DBE Utilization Plan, DBE Subcontract Agreement, and the Certificate of Insurance for compliance with federal and state rules and regulations.)
- E. The Division reviewed contract proposal documents working with OCRSBD and OLS. Any issues in the proposals concerning Title VI were updated.

Twelve Trainees/Apprentices were assigned to projects during the period:

- a. 9 – (Group 2, 3, 4 Operators)
  - b. 1 – (Carpenters)
  - c. 1 – (Cement mason)
  - d. 1 – (Ironworker)
- F. Three Trainee/Apprentices graduated during this period: a) 1-white female (Group 1 Operator), 1- white female (Group 2,3,4 Operators), and 1- black male (Ironworker).
  - G. 4 EEO reviews were conducted on different contractors throughout the period. Reports were written for each review and submitted to the contractor upon completion.
  - H. 165 Wage and Hour reviews were conducted on Federal-aid contracts.
  - I. 0 Wage and Hour reviews were conducted on state funded projects.
  - J. The Division received zero discrimination complaints from highway contractors this period.
  - K. Division staff assisted on 3 audits during the period. Two being contract audits by the Transportation Cabinet's contract audit branch and one being an audit of the division procedures performed by the Auditor of Public Accounts.
  - L. Two of the Division Program Investigative Officers attended an EEO Conference during this

- period.
- M. The Division worked to update areas of the Disadvantaged Business Enterprise portions of the contract proposals.
  - N. Division personnel attend various trainings related to the DBE program when they are available in an attempt to strengthen the Cabinet's program.
  - O. Division personnel assist DBE Contractor's on issues that arise during the DBE subcontracting process. Issues that may be more complicated or not clear, are directed to the OCRSBD for further assistance.
  - P. Our Prequalification Team is scheduled to attend a Reverse Trade Show at Kentucky State University with various companies wishing to do business with the Cabinet. The office typically receives 50 -75 companies on average during this event.

## **II. Goal(s)**

The Office of Project Delivery and Preservation will continue to work with the Office of Civil Rights and Small Business Development to meet and exceed race-conscious and race-neutral Disadvantaged Business Enterprise Goals on construction contracts let through the Division of Construction Procurement. The Division of Construction Procurement will collaborate with the Office of Civil Rights to strengthen the DBE program and ensure compliance with DBE subcontract submission in accordance with the federal regulations. Offices will continue to perform yearly Title VI training with all employees.

### **Office of Transportation Delivery**

<http://transportation.ky.gov/Transportation-Delivery/Pages/default.aspx>

#### **I. Accomplishment(s)**

- A. Minorities and females are well represented in the workforce of the twenty-four sub-recipient rural/small urban public transit systems that receive financial assistance through the Office of Transportation Delivery. There are 1,399 persons employed by these sub-recipients.
- B. Minorities represent 9.0% and females represent 41.4% of the total number of employees.

#### **II. Goals**

The Office of Transportation Delivery's goal is to continue to provide direction and assistance to

transit systems and to expand the training and technical assistance offered to all transportation providers in their areas, including the private sector on an ongoing basis.

### **Office of Human Resource Management**

<https://intranet.kytc.ky.gov/org/OHRM/Pages/default.aspx>

#### **I. Accomplishment(s)**

The Office of Human Resource Management's Division of Professional Development and Organizational Management ensured that all new employees received Title VI training as a required element of their new employee orientation training.

#### **II. Goals**

- A. Collaborate with the Office for Civil Rights and Small Business Development in providing Title VI training to all employees, including Title VI liaisons, on an ongoing basis.
- B. Continue to administer the NHI training for agency staff, as requested by the Department of Highway's offices based on need.
- C. Continue to ensure Title VI training is provided to new employees through orientation and onboarding.

### **Office for Civil Rights and Small Business Development**

<http://transportation.ky.gov/Civil-Rights-and-Small-Business-Development>

#### **I. Accomplishment(s)**

- A. Initiated, compiled, completed, and provided a monthly EEO report to the Secretary of Transportation.
- B. As of May 30, 2022, assisted 400 DBEs and applicants. 61 applications for initial certification were received and processed. 116 had their certifications renewed, 24 firms requested an update, and 199 firms reported no changes to their statuses.
- C. While the class size was impacted by COVID the Construction Certificate class was completed at Gateway Community College last semester with four (4) students all whom graduated.
- D. The OCRSBD is representing the Cabinet on the following groups looking at Diversity, Equity, and Inclusion:

- a. ASSHTO Work Group
  - b. SASHTO Work Group
  - c. MASHTO Work Group
  - d. WASHTO Work Group
  - e. Louisville Equity in Contracting Work Group
  - f. STCREC
- E. OCRSBD provided Anti-Harassment Training, Bystander Training, as well as Embracing Diversity Training online through MyPurpose.
- F. New Title VI Training Video was created for KYTC Staff and Subrecipients.

## **II. Goals**

- A. Conduct Title VI presentations during the annual State Highway Transportation Meeting. (annually)
- B. Give guidance to KYTC's Department of Vehicle Regulation Commissioners Office in order for their Title VI Coordinator to produce their required annual Title VI Plan in 2022 per Federal Motor Carrier Safety Administration (FMCSA) regulations.
- C. Meet with Louisville Metro Government and KY Department of Refugees to discuss how to effectively apply Language Access Plan and services to those with Limited English Proficiency.
- D. Continue to conduct Title VI training during orientation and tri-annually for all Cabinet employees, Area Development Districts (ADDs) and Metropolitan Planning Organizations (MPO) personnel. (ongoing)
- E. Continue to conduct on-site Title VI reviews of Area Development Districts (ADDs) and Metropolitan Planning Organizations (MPO) personnel receive funds from the KYTC. (ongoing)
- F. Continue communication with all KYTC sub-recipients to assist in developing and understanding the requirements/regulations of Title VI, Limited English Proficiency (LEP) outreach efforts. (ongoing)
- G. Meet with the Department of Rural and Municipal Aid to ensure the Office for Civil Rights and Small Business Development is reviewing and monitoring sub-recipients who continue to receive federal funds issued through the U.S. Department of Transportation. (ongoing)

H. Receive additional training from local and regional offices of Federal Highway Administration (FHWA) and/or Federal Transit Authority (FTA) on external issues concerning Americans with Disabilities Act (ADA) and Title VI/VII requirements.

I. Annually notify KYTC program areas with Title VI responsibilities to produce new Goals and Accomplishments, if necessary for submission to the Kentucky Human Rights Commission and Auditor of Public Accounts by July 1 of each year. (ongoing)

- Department of Highways - Research
- Division of Planning
- Office of Project Development - Design, Environmental Analysis, and Right of Way
- Office of Project Delivery - Construction and Contract Administration
- Office of Transportation Delivery - Transportation Delivery
- Office of Human Resource Management - Education and Training
- Office for Civil Rights and Small Business Development

### **Limited English Proficiency (LEP)**

The KYTC is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. The KYTC assures that no person shall on the grounds of race, color, national origin, age, gender, or disability, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any KYTC services, program or activity.

The KYTC also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. Therefore, in accordance with Presidential Executive Order 13166 – *Improving Access to Services for Persons with Limited Proficiency*, the KYTC will take reasonable steps to provide meaningful access to services for persons with LEP.

### **I. Accomplishment(s)**

A. The Division of Planning publishes public notices in the most widely circulated and in non-traditional and/or minority newspapers within a project area, where applicable. For example, the use of Hispanic and African-American newspapers for public notices.

B. The Division of Planning provided additional visualization resources at public meetings and executive summaries to help address the low literacy and/or English proficiency concerns

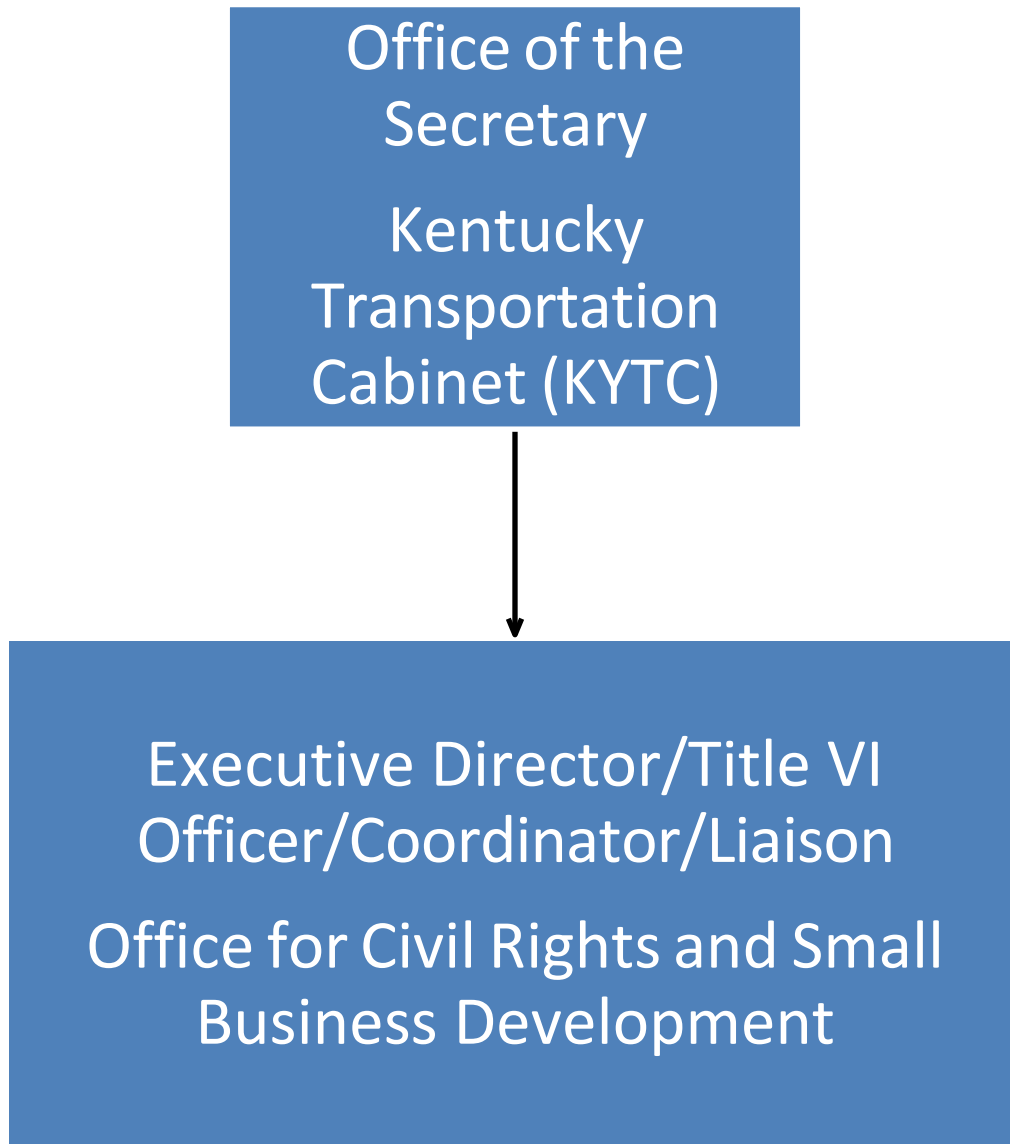
commonly found in minority and low-income populations.

- C. The Division of Right of Way disseminates informational brochures to all affected property owners pertaining to the appraisal, acquisition and relocation processes to all affected persons. The brochures are available in both English and Spanish. The Division also can provide an interpreter when needed.
- D. The Office for Civil Rights sent an LEP Frequency survey to KYTC's Department of Vehicle Regulations Employees to determine the frequency of contact with LEP individuals.
- E. The Office for Civil Rights obtained a contract with Language Services Associates for KYTC to provide translation and interpreter services for departments who come in contact with LEP individuals.

## **II. Goal(s)**

- A. The KYTC has an on-going commitment to ensure effective communication by developing and implementing policies and procedures for identifying and assessing the language needs of its LEP applicants/clients; and provide for a range of language assistance options, which include, but are not limited to the following:
  - Kentucky Relay Service – TDD/Voice Users
  - “I Speak” cards - two-sided bilingual cards with printed information about Language Access Rights, as well as a statement that requests an interpreter.
  - Written language service
  - Qualified Bilingual staff
  - Access to qualified interpreters
  - Community-based organizations/volunteers
- B. The KYTC's Division of Planning will formulate training to be provided to ADDs, MPOs, and HDO Planners. This training will be designed to assist the planners in researching, analyzing, and applying the demographic data for their region, and assist them in the development of public outreach programs/plans to address LEP, Title VI, and Environmental Justice (EJ) requirements. (Annually)
- C. Sub-recipients will provide assistance for people who have Limited English Proficiency (LEP) by disseminating information, such as posters and bus information, in other languages.

**Office for Civil Rights and Small Business Development Title VI Access Chart<sup>1</sup>**



<sup>1</sup> The Kentucky Transportation Cabinet established a Civil Rights unit and designates an Officer, coordinator/liaison who has a responsible position in the organization and easy access to the head to the State Highway Agency (STA) per 23 C.F.R. Section 200.9

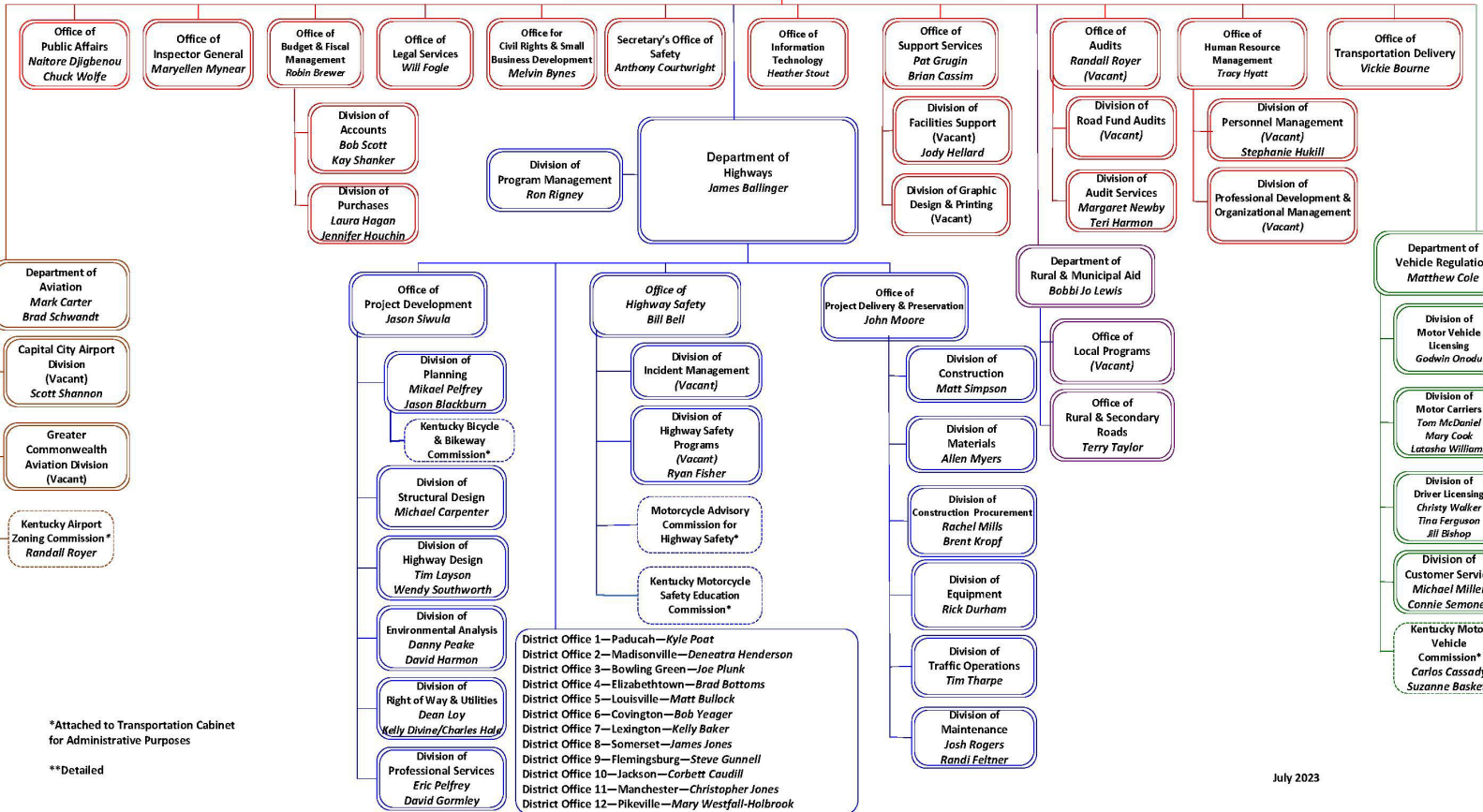


# Kentucky Organizational Chart



ORGANIZATIONAL CHART

**OFFICE OF THE SECRETARY**  
**Jim Gray, Secretary**  
 Michael Hancock, Deputy Secretary      Jamie Emmons, Chief of Staff  
 Kenny Bishop, Legislative Director      Brandy Bihl, Executive Secretary  
 Sarah Jackson, Sr. Advisor to the Secretary



\*Attached to Transportation Cabinet for Administrative Purposes

\*\*Detailed

July 2023